

Non-credit-bearing Course Record Aggregate Return Coding Manual 1996/97

About HESA

The Higher Education Statistics Agency (HESA) has been established to undertake data collection and analysis about higher education in order to make possible a consistent information provision about higher education throughout the UK, and to enable the universities and colleges and the Funding Councils to meet their obligations under relevant legislation. The formal responsibility for the provision of information to Ministers rests with the Funding Councils, who have agreed to engage HESA as their agent for this purpose. Further information about the role of the Agency and its work is given in the series of circulars which are issued by HESA.

The major data streams which HESA will collect and analyse are:

- Students
- Staff
- Finance

It is expected that each of these major data streams will have substreams; for example the student data stream will have as a substream the First Destination Supplement.

This manual sets out the requirements for the collection of aggregate data about students who follow courses which do not lead to them gaining a qualification or credit.

Purpose of the Aggregate Record

The purpose of the record is to provide data which is complementary to that provided through the individualised student record (which covers all students following courses leading to a qualification or credit).

Timescales for data collection

The Aggregate Record will be collected once annually with reference to the period 01 August to 31 July, i.e. the financial year. The data collection will therefore take place with a cut-off date of 31 July 1997. Courses which last more than one year should be returned in each relevant academic/financial year. Shorter courses of less than a year but which overlap academic financial years should be included in one return only, usually the earlier year's return e.g. a course starting before 31 July 1997 but finishing after 31 July 1997 should be detailed in the 1996-97 return and not in the 1997-98 return. In order to meet its obligations to its statutory customers, HESA will need to receive the data from each institution by 30 September 1997. In order to be accepted by HESA, data must pass HESA validation checks. (HESA will provide details of these checks at least 6 months before the return date.) Data which fails validation will not be considered to have been returned to the Agency.

Coverage of the Record - General definition

Institutions should return under this record information about all courses on which students are registered/enrolled with the reporting institution or a subsidiary company¹ and which do not lead to a qualification or institutional credit. In addition this record should also cover those students who are studying on credit-bearing programmes of study but on a not-for-credit basis. The record will therefore include all students who do not come within the scope of the HESA individualised student return.

“Courses”: to be included in the return a course must involve the provision of education to people who are registered students of the institution in a teaching/learning situation, with the institution providing the resources for the teaching input, and for which tuition fees are payable (or waived). The aim of the record is to provide data about those students of the reporting institution who are not included in the individualised student record. It is not to collect information about activities of the institution and its staff other than the provision, by them, of education. It is therefore expected that activities such as conferences, consultancy work, secondments from industry, taster days for sixth formers and the production and sale of computer assisted learning packages (without individual support of the student by a member of staff) would not be included in the return. Courses aimed at young people under 18 and still in full-time education should also be excluded.

The attendees must be registered students of the institution. “Registered” for the purposes of HESA’s data collection is to be interpreted as being identical to the definition of registered adopted by each institution’s funding council. Courses of other institutions validated by the reporting institution should not be returned.

Coverage is limited to courses run in the UK. Courses may be offered within institution premises or in premises elsewhere. In instances in which a course receives multiple presentations during a single year, institutions may decide whether to make a single return, using a single identifier for the aggregate of all the presentations, or to make separate returns, using a different ‘Course reference’ in field 4, for each presentation.

In-house courses run by institutions for their own employees can be included provided that the attendee staff members are registered as students at the reporting institution. These courses should be separately identified in field 14, code 14, and may be excluded from certain analyses.

“Institutional credit” is to be interpreted as a credit which can be carried forward and ultimately count towards the award of a qualification, for example, credit points which can be accumulated towards the award of a degree.

Some programmes of study give rise to a credit for some students but not to others. All students for whom it is an option to decide whether to gain the credit or not should be included in the individualised student record. Where it is clear that the student cannot get a credit from the programme, they should be included in the aggregate return of non-credit-bearing courses.

Some short courses lead to certificates which, it might be felt, would be better described as 'certificates of competence/proficiency' or perhaps just as 'certificates of attendance', rather than as academic qualifications. In such cases it is for institutions to decide whether or not a course or a programme of study leads to a qualification or institutional credit, and hence whether the students taking it should be included in the individualised student return or in the aggregate return of non-credit-bearing courses.

Courses which, at the time that they are taken, are not regarded as leading to a qualification or institutional credit, should be included in the aggregate return of non-credit-bearing courses. This applies even in cases where a student who takes such a course may later receive credit for it (for example as part of an Assessment of Prior Learning process), because the programme of study was not regarded *at the time it was taken* as leading to a certain number of credit points at a particular level. Such courses should be included in the aggregate return of non-credit-bearing courses because, at the time they are taken, they are not regarded as credit bearing.

Queries

Advice on the interpretation of data fields can be obtained from the Agency's Institutional Team, Helen Skitt and Alison Berry (AlisonB@hesa.ac.uk).

Media and formats

HESA will maintain an electronic database of student records. The most efficient form of data input will therefore be electronic, and it is assumed that all institutions will be able to supply their data electronically.

The media and formats which are preferred by HESA for the submission of student-related data are as follows:

Media

- 3½ inch diskette
- DAT tape (Arcada Backup)
- 3½ inch Floptical disk
- CD ROM
- JANET file transfer
- Other EDI agreed with the Agency

Formats

ASCII comma delimited. The data should be submitted as an ASCII file with each field separated by a comma. Alphanumeric fields which themselves contain commas must be enclosed within double quotes. Double quotes around alphanumeric fields which do not contain commas are optional.

Numeric fields should not be enclosed in double quotes. Each record must be terminated with a CR/LF pair (ASCII 13,10).

ASCII fixed length. The data should be submitted as an ASCII file, with each field occupying the full character width given by the field length in the manual. Alphanumeric fields should be padded with trailing spaces (left justified). Numeric fields should be padded with leading zeros to fill the full width. Each record must be terminated with a CR/LF pair (ASCII 13,10).

Returning empty fields

Institutions should return a blank rather than a zero where there is no information in a particular field.

Those fields in a record that do not apply to a particular student should be returned in the following formats:

ASCII comma delimited files

In the case of ASCII comma delimited files, the empty fields should contain NO data, i.e. the delimiting commas should be adjacent to each other.

Example

The last four fields of a record for a non-Welsh institution for a course run at the institution's own premises and with 16 enrolled students:

1,00016,,2

Field 22 is compulsory only for institutions funded by HEFCW and so is left empty.

ASCII fixed length files

Empty fields should be returned padded with space (ASCII 32) characters to the required width of the field.

Example

The fixed length record for the example above should be returned as:

100016 2

Character set for text fields

Some fields in the return, for example 'Course reference' and 'Course title', allow the entry of alphanumeric data in the record. The allowable character set within these fields consists of those characters in the ASCII character set with codes between 32 and 126, except character 34. This includes all upper and lower case letters, all digits, the space character and a selection of punctuation characters. The case of submitted data is not important although HESA would prefer data to be submitted in upper case where

possible.

Validation of data

The deadline for submission of data applies to the submission of valid data by institutions. HESA's formal agreements with its statutory customers require us to notify them of any institutions who do not submit valid data by that date.

To aid in the submission of data that is valid, HESA will provide institutions with a number of files and tools to help them validate their data files on site. Details of these files are contained in the document 'Guidelines for Submission of Data' which will be distributed to Technical Contacts at all sites.

Availability of on-line documentation

All Coding Manuals, Circulars, Supplements and Technical Bulletins are available in electronic format from HESA.

The preferred source of information for sites with IP connectivity will be HESA's World Wide Web server at <http://www.hesa.ac.uk>, which includes searchable indexes of the files.

A second source of information is the anonymous ftp server at <ftp.hesa.ac.uk>.

Queries

Further advice about the physical submission of data can be obtained from the Director of IT, Adrian Crossley (**AdrianC@hesa.ac.uk**).

Field	Field Description	Field Abbrev'n	Field Length	Field Type
1	Record type indicator	RECID	5	Numeric
2	HESA institution identifier	INSTID	4	Numeric
3	Campus identifier	CAMPID	1	Alphanumeric
4	Course reference	NCBREC	12	Alphanumeric
5	Course title	CTITLE	80	Alphanumeric
6	Subjects of course	HESASUBJ	6	Alphanumeric
7	Taught through the medium of Welsh	TWELSH	1	Numeric
8	Cost centre	COSTCN	2	Numeric
9	Organisation marker	JNTORGM	2	Numeric
10	Course level	CLEVEL	1	Numeric
11	Purpose of course	FUNDCLAS	2	Numeric
12	Principal source of finance	PRINSOF	2	Numeric
13	Fee level of course	FEELEV	1	Numeric
14	Primary target groups	PRITGRP	2	Numeric
15	Enrolment restrictions	CTYPE	1	Numeric
16	Mode of attendance	MODEOA	1	Numeric
17	Units of length	UNILEN	1	Numeric
18	Length of course	CLENGTH	2	Numeric
19	Length of course in contact hours	CRSELEN	4	Numeric
20	Location of course	CRSELOC	1	Numeric
21	Total number of students enrolled	STUDNUM	5	Numeric
22	Number of female students enrolled	FEMNUM	5	Numeric
23	Credit-bearing course	CREDSTUD	1	Alphanumeric

† No Flags

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

STATUS Compulsory.

VALID ENTRIES

96011	Combined student/course record.
96012	Student record.
96013	Module record.
96014	Aggregate record of non-credit-bearing courses.
96016	First destination supplement.
96017	Trainee teacher information supplement (Scotland).
96019	HE in FE Colleges.
96021	Staff individualised record.
96022	Staff aggregate record.
96023	Staff load record.
96024	Research output record.
96031	Finance statistics return.
96032	Estate record.
96111	Students on low credit-bearing courses - English and Welsh institutions only (Combined record).
96112	Students on low credit-bearing courses - English and Welsh institutions only (Student record).
96113	Students on low credit-bearing courses - English and Welsh institutions only (Module record).
96211	Reduced FE record - English and Welsh institutions only (Combined record).
96212	Reduced FE record - English and Welsh institutions only (Student record).
96213	Reduced FE record - English and Welsh institutions only (Module record).
96311	Visiting and exchange students (Combined record).
96312	Visiting and Exchange Students (Student Record).
96411	Dormant Students (Combined Record).
96412	Dormant Students (Student Record).
96511	Late return of results information (Combined record).
96512	Late return of results information (Student record).

DESCRIPTION The Record type indicator is for HESA's internal use to identify the type of record being sent.

NOTES The first two digits are the year identifier. The last two digits are the record identifier. In the third position, a

zero indicates the main record. Other digits in the third position will be used to indicate sub-sets of the main record, for example, reduced records or late returns of results information.

Code **96014** should be used for all returns of the non-credit-bearing course record. This record does not have any sub-sets.

REASON REQUIRED For HESA's operational purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
2	HESA institution identifier Alphanumeric	INSTID	4	
STATUS	Compulsory.			
VALID ENTRIES	A list of valid entries for this field may be found in Appendix 1.			
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	Field 20 'Location of course' will identify courses which are taught outside the reporting institution. Field 2 HESA institution identifier should relate to the reporting institution, and not to the collaborating or franchising institution.			
EXAMPLE	0113 Brunel University.			
REASON REQUIRED	To provide separate figures for each institution.			

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
3	Campus identifier Alphanumeric	CAMPID	1	
STATUS	Compulsory.			
VALID ENTRIES	A one character alphanumeric code.			
DESCRIPTION	The Campus identifier is the second part of the institution identifier: please also see the description of field 2, HESA institution identifier.			
NOTES	<p>Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution. The Funding Councils do not require that different campuses of an institution be separated in the statistical returns.</p> <p>An institution which wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Institutions which decide so to do are asked to inform Alison Berry at HESA.</p> <p>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. As a general rule of thumb, we suggest that a distinct Campus identifier should not be so allocated if it falls within the same county or L.E.A. boundary.</p> <p>Codes other than 'A' can be used only where an institution has agreed with HESA distinct valid codes for separate campuses, and a student can be associated with a single site.</p> <p>For the purposes of this field, a campus is not necessarily a physical site, but may be an administrative location.</p>			
REASON REQUIRED	<p>To provide separate figures for each campus.</p> <p>To facilitate the derivation of geographic patterns of study.</p>			

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
4	Course reference Alphanumeric	NCBREC	12	

STATUS Compulsory.

VALID ENTRIES An alphanumeric entry of up to 12 characters.

DESCRIPTION This is a code unique to the course in the institution, allocated by the institution.

NOTES In instances in which a course receives multiple presentations during a single year, institutions may decide whether to make a single return, using a single identifier for the aggregate of all the presentations, or to make separate returns, using a different 'Course reference' for each presentation.

REASON REQUIRED To distinguish between courses presented.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
5	Course title Alphanumeric	CTITLE	80	
STATUS	Compulsory			
VALID ENTRIES	Up to 80 textual characters.			
DESCRIPTION	The Course title will be determined by the institution.			
NOTES	Although a compulsory field, this field will not be the subject of any validation checks, and is provided as a cross-check against field 4 Course reference, and may be used to give a fuller description of the course.			

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
6	Subjects of course Alphanumeric	HESASUBJ	6	
STATUS	Compulsory.			
VALID ENTRIES	A code of up to six characters from the HESACODE manual.			
DESCRIPTION	This field describes the main subject or subjects of the course. The HESACODE will be used, for which codes are published in the HESACODE manual.			
NOTES	<p>Up to six characters may be used, employing the conventions set out in the HESACODE manual whereby multiple subject combinations may be designated by using concatenations of two or three character codes.</p> <p>Please refer to the manual 'HESACODE - An Interim Specification' for a detailed explanation of the coding methodology.</p> <p>Due to the variation in the lengths of codes, all returned subject codes will need to be left justified, using trailing space characters (ASCII no.32) to pad the field when necessary.</p>			
REASON REQUIRED	For analysis of the subjects taught.			

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
7	Taught through the medium of Welsh	TWELSH	1	Numeric

STATUS Compulsory for institutions funded by HEFCW only.

VALID ENTRIES

- 1 Not taught through the medium of Welsh.
- 2 Taught through the medium of Welsh.

DESCRIPTION This field indicates whether the course is taught through the medium of Welsh.

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

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

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
8	Cost centre	COSTCN	2	Numeric

STATUS Compulsory.

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

DESCRIPTION This is the principal cost centre to which the income and expenditure of the course are attributed in the HESA Finance Statistics Return. It is not proposed to record multiple cost centres.

NOTES It is recognised that in some institutions, separate specialist departments of Continuing Education, Adult Education or Extra-Mural Studies may exist. In cases where these departments exist and the institution wishes to identify them separately, for resource attribution purposes, code 41 should be used.

REASON REQUIRED For assessment of the attribution of resources to the teaching of non-credit-bearing courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
9	Organisation marker	JNTORGM	2	Numeric

STATUS Compulsory.

VALID ENTRIES

- 00 Not organised jointly.
- 01 Through a subsidiary company of the reporting institution.
- 02 With another UK HEI or HEIs.
- 04 With a UK institution or institutions of Further Education.
- 05 With UK local authority/authorities.
- 06 With a professional body/bodies.
- 07 With the W.E.A.
- 08 With an employer or employers.
- 09 With a TEC or LEC.
- 10 With the EU/EC or a European public body.
- 18 With combinations of the above.
- 19 With any other body.
- 51 Central libraries and Information Services.
- 52 Central Computer and Computer Networks.
- 53 Other academic services.
- 54 Central Administration and Services.
- 55 Staff and student facilities.

DESCRIPTION This field indicates whether the course is organised jointly with another institution or organisation (i.e. with a joint academic responsibility) or through a subsidiary company.

NOTES Code 02 implies UK HEI/HEIs contained within Appendix 1.

REASON REQUIRED To provide information which might be used to support and monitor funding arrangements.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
10	Course level	CLEVEL	1	Numeric

STATUS Compulsory.

VALID ENTRIES

- 1 HE/advanced.
- 2 FE/non-advanced.
- 3 Mixed HE/FE.
- 4 Unable to determine level.

DESCRIPTION This field describes whether the course is at HE level (advanced course level) or at FE level (non-advanced level).

NOTES HE/advanced courses, for the purposes of this field, are defined as those for which the level of instruction is above that of courses leading to GCE 'A' levels, SCE 'Highers' and Certificate of Sixth Year Studies, ONC and OND.

REASON REQUIRED To identify the level of provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
11	Purpose of course	FUNDCLAS	2	Numeric

STATUS Compulsory.

VALID ENTRIES

- 01 INSET (primary).
- 02 INSET (secondary).
- 03 INSET (FE).
- 04 INSET (other/combinations).
- 10 Any other Continuing Professional Development course (as defined by SHEFC) (1995-96 code, valid in 1994-95).
- 11 Other vocational and professional updating.
- 21 Liberal adult education.
- 31 Access provision for disadvantaged students (validated).
- 32 Access provision for disadvantaged students (not validated).
- 41 Welsh for Adults.
- 99 Other.

NOTES

Code 10 applies only to institutions funded by SHEFC. The definition of Continuing Professional Development for SHEFC purposes will be set out in a SHEFC Circular Letter.

SHEFC-funded institutions should use code 11 'Other vocational and professional updating' to cover any such courses which do not fall within the SHEFC definition of Continuing Professional Development (e.g. those which are aimed at overseas students).

Institutions in England, Wales and Northern Ireland are asked to code **all** Continuing Vocational Education courses (other than INSET) as code 11 'Other vocational and professional updating'.

Code 21 should be used in preference to code 99 when the course includes academic as distinct from leisure-oriented content.

REASON REQUIRED To support and monitor possible future funding arrangements

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
12	Principal source of finance	PRINSOF	2	Numeric

STATUS Compulsory.

VALID ENTRIES

- 01 HEFCE.
- 02 HEFCW.
- 03 SHEFC.
- 04 DENI.
- 05 FEFCE.
- 06 FEFCW.
- 07 Teacher Training Agency (TTA).
- 11 LEA.
- 12 DFE.
- 13 WOED.
- 14 SOED.
- 15 The Scottish Office Agriculture and Fisheries Department (SOAFD).
- 16 Department of Agriculture for Northern Ireland (DANI).
- 21 Research Council - BBSRC.
- 22 Research Council - MRC.
- 23 Research Council - NERC.
- 24 Research Council - EPSRC.
- 25 Research Council - ESRC.
- 26 Research Council - PPARC.
- 29 Research Council - not specified.
- 31 Departments of Health/NHS/Health Authorities.
- 32 Departments of Social Services.
- 33 Departments of Employment.
- 34 Other HM government departments.
- 35 Armed forces.
- 36 Training & Enterprise Council/Local Enterprise Company/Scottish Enterprise/Highlands & Islands Enterprise.
- 41 UK public corporation/nationalised industry.
- 42 UK private industry/commerce.
- 43 UK charity (medical).
- 44 UK charity (other).
- 45 UK foundation.
- 46 EU commission (EC).
- 51 Overseas government or other overseas organisation.
- 61 Own institution.
- 71 Joint between two sources including a funding council.
- 72 Joint between two bodies excluding a funding council.
- 73 TEC - YT students (as major source or joint with FE Funding Council).
- 74 TEC - other (non-YT) students (as major source or

- joint with FE Funding Council).
- 75 European Social Fund (ESF) (as major source or joint with FE Funding Council).
- 76 Youth Credits - YT students (as major source).
- 77 Youth Credits - non YT students (as major source).
- 78 Other YT (as major source or joint with FE Funding Council).
- 79 Link Scheme (as major source or joint with FE Funding Council).
- 81 Other funding.
- 91 Funded entirely by student tuition fees.

DESCRIPTION

This field should indicate the principal source of funds from which the costs of the course are to be met (excluding residence fees), whether derived from grant, sponsorship or institution funds.

NOTES

Code 71 should be used in instances in which there is a significant element of funding from a Funding Council and also from another body (such as a local authority): it should **not** be used in cases where the finance is only from Funding Council grants and student tuition fees.

Code 91 should be used when fees are the only source of finance for the course, whether or not the fees are paid by the student personally.

REASON REQUIRED

To identify the funding arrangements for non-credit-bearing study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
13	Fee level of course	FEELEV	1	Numeric

STATUS Compulsory.

VALID ENTRIES

- 1 Unsubsidised fees (full cost recovery).
- 2 Subsidised fees (part cost recovery - fees levied).
- 3 No fees payable.

DESCRIPTION The Fee level of course is used to indicate the level of tuition fees payable.

NOTES The Fee level of course should be that which is applicable to the majority of the students on the course.

Code 1 'Unsubsidised fees (full cost recovery)' can be returned when codes other than 91 'Funded entirely by student tuition fees' have been returned in Field 12 'Principal source of finance'. An example of this would be where an employer (code 41 or 42 in Field 12) paid for the full cost of the course.

Cost recovery is defined as courses for which income from the fees paid by the students and/or other payments for the course (e.g. by sponsors, or purchasers of training) covers, or is intended to cover, all, or the vast majority of, the costs of provision, including an appropriate share of the institution's overheads (such as central administration, buildings, heating, etc).

REASON REQUIRED To identify the fees arrangements for non-credit-bearing study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
14	Primary target groups	PRITGRP	2	Numeric

STATUS Compulsory.

VALID ENTRIES

- 10 General public.
- 11 Students from the European Community.
- 12 Other overseas.
- 13 Professional groups/employees/staff development.
- 14 In-house courses for institution's own employees (1995-96 code, valid in 1994-95).
- 20 Unemployed.
- 21 Ethnic minorities.
- 22 Disabled.
- 29 Disadvantaged groups (not specified).
- 90 Other, and combinations of the above.

DESCRIPTION This field should describe the nature of the student body for whom the course is organised, i.e. the intention of the organisers, not the composition of the actual group enrolled.

NOTES Code 13, 'Professional groups/employees/staff development' should exclude courses run for the institution's own employees. These should be returned instead under code 14 'In-house courses for institution's own employees'.

REASON REQUIRED For general analysis of non-credit-bearing provision, and for monitoring the outcome of funding.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
15	Enrolment restrictions	CTYPE	1	Numeric

STATUS Compulsory.

VALID ENTRIES

0	No restrictions.
1	Entry restricted to specific client(s) ("closed" course).
2	Entry open to anyone who has the qualifications or experience which are the prerequisites for the course.

DESCRIPTION This field describes any enrolment restrictions.

REASON REQUIRED To describe the nature of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
16	Mode of attendance	MODEOA	1	Numeric

STATUS Compulsory.

VALID ENTRIES

- 1 Full day(s).
- 2 Part day(s) - daytime.
- 3 Part day(s) - evening.
- 4 Weekends.
- 5 Combinations.
- 6 Other blocks of time.
- 7 Open or distance learning.

DESCRIPTION This defines the mode of attendance for the course.

NOTES This field does NOT seek to measure the length of the course, but simply the nature of the attendance pattern. (So, for example, a four week full-time course would be coded 1.)

An open or distance learning course is defined as one in which a substantial element is in the form of teaching material specifically prepared for individual study.

REASON REQUIRED To describe the nature of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
17	Units of length	UNILEN	1	Numeric
STATUS	Compulsory			
VALID ENTRIES	1 Years. 2 Months. 3 Weeks. 4 Days. 5 Hours. 9 Not applicable.			
DESCRIPTION	This field denotes the unit of length associated with field 18, Length of course.			
NOTES	Only in cases where field 18, Length of course, is coded 99 may this field be coded 9.			
REASON REQUIRED	To provide a means of measuring the volume of non-credit-bearing provision.			

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
18	Length of course	CLENGTH	2	Numeric

STATUS Compulsory

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

DESCRIPTION This field is used to indicate the normal elapsed time of the course in the units of length specified in field 17, Units of length.

REASON REQUIRED To provide a means of measuring the volume of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
19	Length of course in contact hours	CRSELEN	4	Numeric

STATUS Compulsory.

VALID ENTRIES A 4 digit numeric entry in the range 0001 to 9999.

DESCRIPTION This should be shown in contact hours, irrespective of the number of staff involved, and should include lectures, tutorials, field study and supervised small group study periods. Where a course lasts more than one year, only those hours given during the academic year of the return should be recorded, but short courses overlapping from one year into the next should be recorded as being given entirely during the year in which they are reported.

NOTES This will not include individual study periods outside the class or periods of practical work which are not supervised by staff involved in the running of the course. For example, a course of 20 two hour meetings will be recorded as 40 contact hours.

In the case of open/distance learning courses, it will be necessary to estimate a number of contact hours, using one of the following methods (which should be attempted in the listed order):

a) Where a course has an equivalent directly taught version, or is modelled on such a course, the length of the open/distance learning course should be stated as the same as that of the equivalent directly taught course.

b) Where there is no such equivalent, then the contact hours should be assumed to be the same as the contact hours for a similar taught course having similar coverage, content and objectives and requiring a similar amount of study.

c) Where neither of these methods is possible, the number of contact hours should be calculated by dividing the total number of expected hours of individual study by four, and then adding any direct contact time, e.g. day schools, tutorials.

Courses run collaboratively with another HEI should either be returned by only one collaborating institution, or the contact hours divided appropriately in separate returns by each institution.

Important

i) When coding this field, please insert leading zeros as appropriate:

9 contact hours as 0009

92 as 0092

924 as 0924

ii) Fractions are unacceptable and must be rounded up or down.

REASON REQUIRED

To provide a means of measuring the volume of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
20	Location of course	CRSELOC	1	Numeric

STATUS Compulsory.

VALID ENTRIES

- 1 In the HEI's own premises (not necessarily "on campus").
- 2 In other educational premises.
- 3 In employer's premises.
- 4 HEI and field work.
- 5 HEI and employer's premises.
- 8 Other premises.
- 9 No prescribed location (e.g. home for open/distance learning).

DESCRIPTION This field defines the location at which the course is taught.

REASON REQUIRED To provide information about the use of educational premises.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
21	Total number of students enrolled	STUDNUM	5	Numeric

STATUS Compulsory.

VALID ENTRIES A numeric entry of up to 5 characters.

DESCRIPTION This count will relate to the number of enrolled students on each course.

NOTES The total number of students enrolled should exclude any who are following the course as part of a qualification aim under which they are returned on the individualised student record. Similarly, if using the aggregate return of non-credit-bearing courses to return students studying on credit-bearing programmes of study but on a not-for-credit-basis, the total number of students enrolled recorded in this field should be the total number of students studying on a not-for-credit-basis. Students studying for credit should **not** be included in the total number enrolled and instead those students should be included in the individualised student record.

Students are to be included in the count of total student numbers only if payment for their attendance is charged (unless the fee has been formally waived or no fee is payable).

Important

When coding this field please insert leading zeros as appropriate.

REASON REQUIRED To assess the volume of students following non-credit-bearing courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
22	Number of female students enrolled	FEMNUM	5	Numeric

STATUS Compulsory for institutions funded by HEFCW only.

VALID ENTRIES A numeric entry of up to 5 characters.

DESCRIPTION This field records the number of female students enrolled on the course.

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

REASON REQUIRED To enable a split by gender to be calculated.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
23	Credit-bearing course Alphanumeric	CREDSTUD	1	
STATUS	Compulsory.			
VALID ENTRIES	<p>1 Course is usually credit-bearing but includes students studying on a 'not-for-credit' basis.</p> <p>2 Course is not credit-bearing.</p>			
DESCRIPTION	This field is to be used to identify students who are following a credit-bearing course but on a 'not for credit' basis, and who are therefore not included in the individualised student record.			
NOTES	<p>Courses coded 1, 'Course is usually credit-bearing but includes students studying on a 'not for credit' basis', will have those students attending on a 'for credit' basis returned through the individualised student return.</p> <p>Courses coded 2, 'Course is not credit-bearing', represent additional course provision by the institution to those credit-bearing programmes of study detailed in the individualised student return.</p>			
REASON REQUIRED	<p>To be able to identify non-credit-bearing course provision at the institution separately from provision included within credit-bearing programmes.</p> <p>To ensure that total figures are available for students following credit-bearing courses, including those infilling on a 'not for credit' basis.</p>			

Appendix 1 - HE Institution Identifier

Code order

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0004 The 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 The College of Ripon and York St John, North
Yorkshire
0014 College of St Mark and St John
0015 Dartington College of Arts
0016 Edge Hill College of HE
0017 Falmouth College of Art
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 Chichester Institute of Higher Education
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, Carmarthen
0094 Duncan of Jordanstone College of Art
0095 University of Abertay, Dundee
0096 Edinburgh College of Art
0097 Glasgow School of Art

0098 Moray House Institute of Education (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 The Scottish College of Textiles

0104 The Robert Gordon University

0105 University of Paisley

0106 Glasgow Caledonian University

0107 Napier University

0108 The 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 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 University of Kent at Canterbury

0123 The University of Lancaster

0124 The 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 King's College London

0135 London Business School

0136 The London Hospital Medical College

0137 The London School of Economics and Political
Science

0138 The 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, University of London
 0148 United Medical and Dental Schools of Guy's and St
 Thomas's Hospitals
 0149 University College London
 0150 Wye College
 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 (incorporating Duncan
 Jordanstone College of Art)
 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
 0184 The Queen's University of Belfast
 0185 The University of Ulster
 0186 University of Wales, Registry
 0187 Westhill College
 0188 Institute of Cancer Research
 0189 Writtle College
 0190 Norwich School of Art and Design
 0191 Northern School of Contemporary Dance
 2001 Institute of Psychiatry

Alphabetical order

0047 Anglia Polytechnic University
0048 Bath College of HE
0127 Birkbeck College
0007 Bishop Grosseteste College
0049 Bolton Institute of HE
0050 Bournemouth University
0008 Bretton Hall College of HE
0113 Brunel University
0009 Buckinghamshire College of HE
0012 Canterbury Christ Church College of HE
0089 Cardiff Institute of Higher Education
0010 Central School of Speech and Drama
0129 Charing Cross & Westminster Medical School
0054 Cheltenham and Gloucester College of HE
0011 Chester College of HE
0082 Chichester Institute of Higher Education
0115 City University
0088 Coleg Normal
0014 College of St Mark and St John
0056 Coventry University
0002 Cranfield University
0015 Dartington College of Arts
0068 De Montfort University
0094 Duncan of Jordanstone College of Art
0016 Edge Hill College of HE
0096 Edinburgh College of Art
0017 Falmouth College of Art
0106 Glasgow Caledonian University
0097 Glasgow School of Art
0131 Goldsmiths College
0086 Gwent College of Higher Education
0018 Harper Adams Agricultural College
0171 Heriot-Watt University
0019 Homerton College
0132 Imperial College of Science, Technology &
Medicine
0006 Institute of Advanced Nursing Education
0188 Institute of Cancer Research
0133 Institute of Education, University of London
2001 Institute of Psychiatry
0020 Kent Institute of Art and Design
0021 King Alfred's College
0134 King's College London
0063 Kingston University
0022 La Sainte Union College of HE
0064 Leeds Metropolitan University
0023 Liverpool Institute of HE
0065 Liverpool John Moores University
0135 London Business School

0055 London Guildhall University
0151 London University - Senate institutes
0025 Loughborough College of Art and Design
0066 Manchester Metropolitan University
0067 Middlesex University
0098 Moray House Institute of Education (Incorporating
the Scottish Centre for Physical Education,
Movement and Leisure Studies)
0107 Napier University
0027 Nene College
0028 Newman College
0029 North Riding College
0099 Northern College of Education
0191 Northern School of Contemporary Dance
0190 Norwich School of Art and Design
0071 Nottingham Trent University
0072 Oxford Brookes University
0100 Queen Margaret College
0139 Queen Mary and Westfield 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
0003 Royal College of Art
0034 Royal College of Music
0140 Royal Free Hospital School of Medicine
0141 Royal Holloway and Bedford New College
0035 Royal Northern College of Music
0142 Royal Postgraduate Medical School
0101 Royal Scottish Academy of Music and Drama
0036 Salford College of Technology
0175 Scottish Agricultural College
0075 Sheffield Hallam University
0076 South Bank University
0037 Southampton Institute of HE
0102 St Andrew's College of Education
0176 St David's University College
0145 St George's Hospital Medical School
0038 St Martin's College
0039 St Mary's College
0077 Staffordshire University
0091 Swansea Institute of Higher Education
0080 Thames Valley University
0128 The British Postgraduate Medical Federation
0004 The College of Guidance Studies
0013 The College of Ripon and York St John, North
Yorkshire
0136 The London Hospital Medical College
0024 The London Institute
0137 The London School of Economics and Political

Science

- 0138 The London School of Hygiene and Tropical Medicine
- 0152 The Loughborough University of Technology
- 0144 The Medical College of St.Bartholemews Hospital in the City of London
- 0087 The North-East Wales Institute of Higher Education
- 0001 The Open University
- 0184 The Queen's University of Belfast
- 0104 The Robert Gordon University
- 0143 The Royal Veterinary College
- 0146 The School of Oriental and African Studies
- 0147 The School of Pharmacy, University of London
- 0103 The Scottish College of Textiles
- 0044 The Surrey Institute of Art and Design
- 0177 The University College of Wales, Aberystwyth
- 0170 The University of Aberdeen
- 0108 The University of Aston in Birmingham
- 0109 The University of Bath
- 0110 The University of Birmingham
- 0111 The University of Bradford
- 0051 The University of Brighton
- 0112 The University of Bristol
- 0114 The University of Cambridge
- 0052 The University of Central England in Birmingham
- 0053 The University of Central Lancashire
- 0172 The University of Dundee (incorporating Duncan Jordanstone College of Art)
- 0117 The University of East Anglia
- 0058 The University of East London
- 0167 The University of Edinburgh
- 0118 The University of Essex
- 0119 The University of Exeter
- 0168 The University of Glasgow
- 0059 The University of Greenwich
- 0060 The University of Hertfordshire
- 0061 The University of Huddersfield
- 0120 The University of Hull
- 0062 The University of Humberside
- 0121 The University of Keele
- 0123 The University of Lancaster
- 0124 The University of Leeds
- 0125 The University of Leicester
- 0126 The University of Liverpool
- 0165 The University of Manchester Institute of Science & Technology
- 0154 The University of Newcastle-upon-Tyne
- 0070 The University of North London
- 0069 The University of Northumbria at Newcastle
- 0155 The University of Nottingham
- 0156 The University of Oxford

0073 The University of Plymouth
0074 The University of Portsmouth
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0173 The University of St Andrews
0174 The University of Stirling
0169 The University of Strathclyde
0078 The University of Sunderland
0161 The University of Surrey
0162 The University of Sussex
0079 The University of Teesside
0081 The University of the West of England, Bristol
0185 The University of Ulster
0163 The University of Warwick
0083 The University of Westminster
0085 The University of Wolverhampton
0164 The University of York
0153 The Victoria University of Manchester
0040 Trinity and All Saints College
0041 Trinity College of Music
0092 Trinity College, Carmarthen
0148 United Medical and Dental Schools of Guy's and St
Thomas's Hospitals
0149 University College London
0178 University College of North Wales, Bangor
0180 University College of Swansea
0095 University of Abertay, Dundee
0057 University of Derby
0116 University of Durham
0090 University of Glamorgan
0122 University of Kent at Canterbury
0026 University of Luton
0105 University of Paisley
0179 University of Wales College of Cardiff
0181 University of Wales College of Medicine
0186 University of Wales, Registry
0182 Welsh College of Music and Drama
0043 West London Institute of Higher Education
0187 Westhill College
0042 Westminster College
0084 Wimbledon School of Art
0045 Winchester School of Art
0046 Worcester College of HE
0189 Writtle College
0150 Wye College

Appendix 2 - HE Academic Cost Centres

Code order

- 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

Alphabetical order

13	Agriculture and Forestry
04	Anatomy and Physiology
23	Architecture, Built Environment and Planning
10	Biosciences
27	Business and Management Studies
26	Catering and Hospitality Management
54	Central Administration and Services
52	Central Computers and Computer Networks
51	Central Libraries and Information Services
17	Chemical Engineering
11	Chemistry
19	Civil Engineering
02	Clinical Dentistry
01	Clinical Medicine
41	Continuing Education
33	Design and Creative Arts
14	Earth, Marine and Environmental Sciences
34	Education
20	Electrical, Electronic and Computer Engineering
16	General Engineering
15	General Sciences
28	Geography
06	Health and Community Studies
32	Humanities
25	Information Technology and Systems Sciences
31	Language Based Studies
30	Librarianship, Communication and Media Studies
24	Mathematics
21	Mechanical, Aero and Production Engineering
18	Mineral, Metallurgy and Materials Engineering
05	Nursing and Paramedical Studies
53	Other Academic Services
22	Other Technologies
09	Pharmacology
08	Pharmacy
12	Physics
56	Premises
07	Psychology and Behavioural Sciences
57	Residences and Catering
29	Social Studies
55	Staff and Student Facilities
03	Veterinary Science