

	<b>Field</b>	<b>Field Description</b>	<b>Field</b>	<b>Field</b>
	<b>Nr.</b>		<b>Abbrev'n</b>	<b>Length</b>
1		Record type indicator	RECID	5
2		Institution identifier	INSTID	4
3		Grade identifier	INSTGRAD	10
4		Grade name	GRADNAM	60
5		Minimum spine point	MINSPINE	3
6		Spine point of contribution related pay threshold	CONSPINE	3
7		Maximum spine point	MAXSPINE	3
8		Minimum salary at reference date	MINSAL	7
9		Salary at contribution related pay threshold	CONSAL	7
10		Maximum salary at reference date	MAXSAL	7

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1	Record type indicator	RECID	5

**STATUS** This field must be completed with a valid code.

**VALID ENTRIES**  
11027 Staff Record grade structure table

**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.

**REASON REQUIRED** For HESA's operational purposes.

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

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

- 0001 The Open University
- 0002 Cranfield University
- 0003 Royal College of Art
- 0007 Bishop Grosseteste University College Lincoln
- 0009 Buckinghamshire New University
- 0010 Central School of Speech and Drama
- 0011 University of Chester
- 0012 Canterbury Christ Church University
- 0013 York St John University
- 0014 University College Plymouth St Mark and St John
- 0016 Edge Hill University
- 0017 University College Falmouth
- 0018 Harper Adams University College
- 0021 The University of Winchester
- 0023 Liverpool Hope University
- 0024 University of the Arts, London
- 0026 University of Bedfordshire
- 0027 The University of Northampton
- 0028 Newman University College
- 0030 Ravensbourne
- 0031 Roehampton University
- 0032 Rose Bruford College
- 0033 Royal Academy of Music
- 0034 Royal College of Music
- 0035 Royal Northern College of Music
- 0037 Southampton Solent University
- 0038 University of Cumbria
- 0039 St Mary's University College, Twickenham
- 0040 Leeds Trinity University College
- 0041 Trinity Laban Conservatoire of Music and Dance
- 0046 The University of Worcester
- 0047 Anglia Ruskin University
- 0048 Bath Spa University
- 0049 The University of Bolton
- 0050 Bournemouth University
- 0051 The University of Brighton
- 0052 Birmingham City University
- 0053 The University of Central Lancashire
- 0054 University of Gloucestershire
- 0056 Coventry University
- 0057 University of Derby

0058 The University of East London  
0059 The University of Greenwich  
0060 University of Hertfordshire  
0061 The University of Huddersfield  
0062 The University of Lincoln  
0063 Kingston University  
0064 Leeds Metropolitan University  
0065 Liverpool John Moores University  
0066 The Manchester Metropolitan University  
0067 Middlesex University  
0068 De Montfort University  
0069 The University of Northumbria at Newcastle  
0071 The Nottingham Trent University  
0072 Oxford Brookes University  
0073 The University of Plymouth  
0074 The University of Portsmouth  
0075 Sheffield Hallam University  
0076 London South Bank University  
0077 Staffordshire University  
0078 The University of Sunderland  
0079 Teesside University  
0080 The University of West London  
0081 University of the West of England, Bristol  
0082 The University of Chichester  
0083 The University of Westminster  
0085 The University of Wolverhampton  
0086 The University of Wales, Newport  
0087 Glyndwr University  
0089 Cardiff Metropolitan University  
0090 University of Glamorgan  
0091 Swansea Metropolitan University  
0095 University of Abertay Dundee  
0097 Glasgow School of Art  
0100 Queen Margaret University, Edinburgh  
0101 Royal Conservatoire of Scotland  
0104 The Robert Gordon University  
0105 The University of the West of Scotland  
0106 Glasgow Caledonian University  
0107 Edinburgh Napier University  
0108 Aston University  
0109 The University of Bath  
0110 The University of Birmingham  
0111 The University of Bradford  
0112 The University of Bristol  
0113 Brunel University  
0114 The University of Cambridge  
0115 The City University  
0116 University of Durham

0117 The University of East Anglia  
0118 The University of Essex  
0119 The University of Exeter  
0120 The University of Hull  
0121 The University of Keele  
0122 The University of Kent  
0123 The University of Lancaster  
0124 The University of Leeds  
0125 The University of Leicester  
0126 The University of Liverpool  
0127 Birkbeck College  
0131 Goldsmiths College  
0132 Imperial College of Science, Technology and Medicine  
0133 Institute of Education  
0134 King's College London  
0135 London Business School  
0137 London School of Economics and Political Science  
0138 London School of Hygiene and Tropical Medicine  
0139 Queen Mary and Westfield College  
0141 Royal Holloway and Bedford New College  
0143 The Royal Veterinary College  
0145 St George's Hospital Medical School  
0146 The School of Oriental and African Studies  
0147 The School of Pharmacy  
0149 University College London  
0151 University of London (Institutes and activities)  
0152 Loughborough University  
0154 The University of Newcastle-upon-Tyne  
0155 The University of Nottingham  
0156 The University of Oxford  
0157 The University of Reading  
0158 The University of Salford  
0159 The University of Sheffield  
0160 The University of Southampton  
0161 The University of Surrey  
0162 The University of Sussex  
0163 The University of Warwick  
0164 The University of York  
0167 The University of Edinburgh  
0168 The University of Glasgow  
0169 The University of Strathclyde  
0170 The University of Aberdeen  
0171 Heriot-Watt University  
0172 The University of Dundee  
0173 The University of St Andrews  
0174 The University of Stirling  
0175 Scottish Agricultural College  
0176 University of Wales Trinity Saint David

0177 Aberystwyth University  
0178 Bangor University  
0179 Cardiff University  
0180 Swansea University  
0184 The Queen's University of Belfast  
0185 University of Ulster  
0186 The University of Wales (central functions)  
0188 The Institute of Cancer Research  
0189 Writtle College  
0190 Norwich University College of the Arts  
0193 Stranmillis University College  
0194 St Mary's University College  
0195 Royal Agricultural College  
0196 University of the Highlands and Islands  
0197 The Arts University College at Bournemouth  
0199 Conservatoire for Dance and Drama  
0200 University College Birmingham  
0201 Courtauld Institute of Art  
0202 London Metropolitan University  
0203 The University of Buckingham  
0204 The University of Manchester  
0205 Heythrop College  
0206 University for the Creative Arts  
0208 Guildhall School of Music and Drama  
0209 The Liverpool Institute for Performing Arts  
0210 University Campus Suffolk  
0211 Leeds College of Art

<b>DESCRIPTION</b>	The institution identifier of the reporting institution.
<b>EXAMPLE</b>	0053 The University of Central Lancashire.
<b>REASON REQUIRED</b>	To provide separate data for each institution.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
3	Grade identifier	INSTGRAD	10

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

Up to a 10 character code.

**DESCRIPTION** The institution's identifier for the grade. Grade identifiers will be allocated by the institution and should be unique for each grade.

**NOTES** This field is used to provide a link between the Grade and the Contract tables. INSTGRAD may contain codes (10 alphanumeric characters) not used in the Grade identifier GRADID (field 33 in the Contract table), but must not contain the GRADID valid entry codes 400-430 or 500-520 or 900.

**REASON REQUIRED** To provide a link to the Contract table.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
4	Grade name	GRADNAM	60

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

Up to 60 textual characters.

**DESCRIPTION** The institution's own nomenclature for grade name.

**NOTES** This field should record the name given to the grade in the institution.

**REASON REQUIRED** To allow understanding of the patterns and uses of grade names in institutions.



Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Minimum spine point	MINSPINE	3

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

A 3 character code showing a spine point from the Framework Salary Spine, preceded by F. Valid codes range from F01-F51. Or if the grade is not linked to the Framework Salary Spine code as 'XXX'.

**DESCRIPTION** A spine point is a representation of the salary within the national pay arrangements. This field records the minimum spine point for the grade identified in INSTGRAD and named in GRADNAM.

**NOTES** Any single digit spine points should be prefixed with a zero, for example F04.

**REASON REQUIRED** To define the position of the grade on the Framework Salary Spine.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Spine point of contribution related pay threshold	CONSPINE	3

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

A 3 character code showing a spine point from the Framework Salary Spine, preceded by F. Valid codes range from F01-F51 and F99. Or if the grade is not linked to the Framework Salary Spine code as 'XXX'.

**DESCRIPTION** A spine point is a representation of the salary within the national pay arrangements. This field records the spine point of the contribution related pay threshold for the grade identified in INSTGRAD and named in GRADNAM, ie the highest point it is possible to reach without being awarded contribution related pay.

**NOTES** Any single digit spine points should be prefixed with a zero, for example F04.

The single point identified should be the highest point on the pay scale for the grade that can be reached without reference to contribution.

Where a maximum salary for the grade exceeds the value of the highest point on the spine, this field should be coded F99 and the monetary value recorded in CONSAL.

**REASON REQUIRED** To define the position of the grade on Framework Salary Spine.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Maximum spine point	MAXSPINE	3

**STATUS** The field must be completed with a valid code for all grades.

**VALID ENTRIES**

A 3 character code showing a spine point from Framework Salary Spine, preceded by F. Valid codes range from F01-F51 and F99. Or if the grade is not linked to the Framework Salary Spine code as 'XXX'.  
 XXX If grade is not linked to the Framework Salary Spine

**DESCRIPTION** A spine point is a representation of the salary within the national pay arrangements. This field records the maximum spine point for the grade identified in GRADID and named in GRADNAM.

**NOTES** This field must be completed with a valid spine point if MINSPINE is completed with a code other than 'XXX'.

Any single digit spine points should be prefixed with a zero, for example F04.

Where a maximum salary for the grade exceeds the value of the highest point on the spine, this field should be coded F99 and the monetary value recorded in MAXSAL.

**REASON REQUIRED** To define the position of the grade on the Framework Salary Spine.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Minimum salary at reference date	MINSAL	7

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

A value in pounds sterling, or if minimum is a Framework spine point code 'XXXXXXX'.

**DESCRIPTION** This field records the minimum salary for the grade identified in INSTGRAD and named in GRADNAM.

**NOTES** Any salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

**REASON REQUIRED** To define the minimum salary of the grade.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Salary at contribution related pay threshold		CONSAL 7

**STATUS** This field must be completed with a valid code for all grades.

**VALID ENTRIES**

A value in pounds sterling, or If contribution pay threshold is a Framework spine point code 'XXXXXXX'.

**DESCRIPTION** This field records the salary at the contribution pay threshold for the grade identified in INSTGRAD and named in GRADNAM, ie the highest point it is possible to reach without being awarded contribution related pay as at the reference date (31/07/YY).

**NOTES** Any salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

The salary point should be the highest point it is possible to reach without being awarded contribution related pay.

**REASON REQUIRED** To define the contribution threshold for the grade.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Maximum salary at reference date	MAXSAL	7

**STATUS** The field must be completed with a valid code for all grades.

**VALID ENTRIES**

A value in pounds sterling, or if maximum is a Framework spine point code 'XXXXXXX'.

**DESCRIPTION** This field records the maximum salary for the grade identified in INSTGRAD and named in GRADNAM.

**NOTES** Any salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

Where institutions are using the JNCHEs national pay spine but making local adjustments, (for example to consolidate London weighting) then BOTH spine point and monetary value information are required.

This field should be completed with a valid code other than 'XXXXXXX' if a code other than 'XXXXXXX' was completed in MINSAL.

**REASON REQUIRED** To define the maximum salary for the grade.

