

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Staff identifier	STAFFID	13
4	Date of birth	BIRTHDTE	8
5	Gender	GENDER	1
6	Nationality	NATION	4
7	Ethnicity	ETHNIC	2
8	National identity 1	NATID1	1
9	National identity 2	NATID2	1
10	Disabled	DISABLED	1
11	Date appointed at current HEI	DATEFHEI	8
12	Previous employment	PREVEMP	2
13	Previous HEI	PREVHEI	4
14	Highest qualification held	HQHELD	2
15	Academic discipline 1	ACCDIS1	4
16	Academic discipline 2	ACCDIS2	4
17	Regulatory body	REGBODY	2
18	Ability to teach through the medium of Welsh	ABLWELSH	1
19	Date left HEI	DATELEFT	8
20	Leaving destination	LEDEST	2
21	Active in 2008 Research Assessment Exercise	RESACT	1
22	Unit of Assessment	UOA	3
23	Not Used	TOTSAL	7

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

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

VALID ENTRIES
07025 Staff Record person table standard 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.

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 staff.

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.
 0015 Dartington College of Arts.
 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 College of Design and Communication.
 0031 Roehampton University.
 0032 Rose Bruford College.
 0033 Royal Academy of Music.
 0034 Royal College of Music.
 0035 Royal Northern College of Music.
 0037 Southampton Solent University.
 0038 University of Cumbria.
 0039 St Mary's University College, Twickenham.
 0040 Leeds Trinity and All Saints.
 0041 Trinity Laban.
 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 The University of Teesside.
0080 Thames Valley University.
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 University of Wales Institute, Cardiff.
0090 University of Glamorgan.
0091 Swansea Metropolitan University.
0092 Trinity College, Carmarthen.
0095 University of Abertay Dundee.
0096 Edinburgh College of Art.
0097 Glasgow School of Art.
0100 Queen Margaret University, Edinburgh.
0101 The Royal Scottish Academy of Music and Drama.
0104 The Robert Gordon University.
0105 The University of the West of Scotland.
0106 Glasgow Caledonian University.
0107 Napier University.
0108 Aston University.
0109 The University of Bath.
0110 The University of Birmingham.
0111 The University of Bradford.
0112 The University of Bristol.

0113 Brunel University.
0114 The University of Cambridge.
0115 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 The University of Wales, Lampeter.
 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 UHI Millennium Institute.
 0197 The Arts Institute 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.
 0207 Leeds College of Music.
 0208 Guildhall School of Music and Drama.
 0209 The Liverpool Institute for Performing Arts.
 0210 University Campus Suffolk.

DESCRIPTION	The institution identifier of the reporting institution.
EXAMPLE	0053 The University of Central Lancashire.
REASON REQUIRED	To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Staff identifier	STAFFID	13

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

VALID ENTRIES

A 13 digit code.

DESCRIPTION The Staff identifier is a unique code allocated to a staff member when they are first entered onto the staff record and, where a member of staff is contracted to work in jobs classified in SOC groups 1,2 or 3, it stays with them for the whole of their career within HE.

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

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

Each record relating to an individual member of staff in the contract table must use the same staff identifier used for this individual in the person table.

Early analysis of the 2003/04 staff record has indicated that the staff identifier is not following individuals where they move institution. The value of the staff record to statutory customers is greatly increased where it is possible to track staff movements between institutions. Part of the recent joint funding council research programme into equal opportunities for HE staff included an assessment of the costs of conducting a longitudinal staff study, this concluded the most cost effective way to achieve this aim was to improve the linking in the HESA staff record. Institutions are reminded that for staff with activity codes in groups 1, 2, and 3, where staff have previously been employed at a UK HEI they should seek the staff identifier from that institution. The funding councils intend to continue to monitor the reliability of the staff identifier in order to see whether further refinements are needed to ensure that staff tracking between institutions is possible.

Methods for generating staff identifiers

Institutional method

The structure of the HESA staff identifier is as follows:

First 2 characters:

Year of entry into institution (last 2 digits of calendar year). Those entering before 1 August 2003 and whose year of entry is unknown should use 'XX'.

Next 4 characters:

Institution identifier from (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 characters:

6 digit reference number internally allocated by the institution.

Last character:

Check digit.

USR method

Staff with an old 9 digit USR staff number should retain this number, preceding it with 4 zeros. HESA would prefer anyone with an old USR number to keep this under the HESA system to facilitate the tracking of individuals through their HE careers. If a member of staff has been out of the sector for a while, or not previously returned to HESA, but received a USR number, then, if this is easy to trace, the USR number should be used, otherwise it is acceptable to issue a new HESA staff identifier. Institutions are encouraged to trace employees' identifiers. The emphasis is on the need to retain the same staff identifier in future in order to be able track future movements.

Using an identifier allocated by another institution

If a member of staff whose contract is for an activity where the SOC code is in groups 1,2, or 3 and has already been allocated a HESA Staff identifier by a previous institution, then that identifier should be returned instead of allocating a new staff identifier (and, ideally, where a member of staff is employed by two institutions concurrently, then the same staff identifier should be used by both institutions). In order to accomplish this linkage, institutions will need to obtain from the previous 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 has circulated staff data stream

liaison contact details for operational purposes.

Calculation of Check Digit

The check digit is calculated using the first 12 digits, providing a means of detecting errors of transcription in the identifier. To calculate the check digit, each of the first 12 digits is multiplied by a "weight" which depends on its position in the identifier, and the resulting products added. The check digit is then obtained by subtracting the final digit of the resulting sum from ten.

A program to calculate the check digit is available on the HESA web site at: http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=155&Itemid=233

In this calculation, the character X has a value of zero.

The weights used are:

Digit position	1	2	3	4	5	6	7	8	9	10	11	12
Weight	1	3	7	9	1	3	7	9	1	3	7	9

EXAMPLE

A lecturer at Royal Holloway and Bedford New College, University of London (for which the HESA Institution identifier is 0141), starting in calendar year 2003 is allocated the internal number 123456. The check digit calculation for their staff identifier, 031141123456, would be calculated as:

Number	0	3	1	1	4	1	1	2	3	4	5	6
Weight	1	3	7	9	1	3	7	9	1	3	7	9
Product	0	9	7	9	4	3	7	18	3	12	35	54

The sum of the products is 161, the final digit being 1, so the check digit is $10 - 1 = 9$. The full identifier is therefore '0311411234569'.

If the lecturer in the example above had entered the institution prior to 2003, and has been allocated the staff identifier XX1141123456 (because year of entry is unknown) the check digit would be calculated as:

Number	X	X	1	1	4	1	1	2	3	4	5	6
Weight	1	3	7	9	1	3	7	9	1	3	7	9
Product	0	0	7	9	4	3	7	18	3	12	35	54

The product of the first two digits should be counted as 0, which makes the sum of all the products 152. As the final digit is 2 the check digit is $10 - 2 = 8$. The full identifier is therefore 'XX11411234568'.

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 HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Date of birth	BIRTHDTE	8

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

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION This field records the date of birth of the staff member.

NOTES It is expected that institutions will be able to give a date of birth, but in an exceptional case where date of birth is not known, a default of 99991231 or 19010101 (as per the Inland Revenue) should be used.

REASON REQUIRED To enable age profile analysis of staff employed in HE.
To produce retirement information.
For purposes of record linkage.

Field Nr. **Field Description**

5 Gender

Field Abbrev'n
GENDER

Field Length
1

STATUS

This field must be completed with a valid code for all staff.

VALID ENTRIES

F Female.
M Male.
U Unknown.

DESCRIPTION

This field identifies the gender of the member of staff.

NOTES

Atypical staff (staff who hold atypical contracts only) are the only staff for whom the unknown code can be used, in the very exceptional cases where gender has not been recorded within the institution and there is no longer any contact with the member of staff. The use of this code will be monitored during data collection to ensure that levels do not exceed in the order of 1%.

EXAMPLE

F Female.
M Male.
U Unknown.

REASON REQUIRED

For analysis of the numbers of staff by gender.

Field **Field Description**
Nr.

6 Nationality

Field
Abbrev'n
NATION

Field
Length
4

STATUS

This field must be completed with a valid code for all staff.

VALID ENTRIES

- 1601 Yemen. Also South Yemen, Yemen (Republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South), Yemen (North). North Yemen, Yemen Arab Republic.
- 1602 Afghanistan.
- 1603 Albania.
- 1604 Algeria.
- 1605 Andorra.
- 1606 Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese).
- 1607 Antigua and Barbuda. Also Barbuda and Antigua.
- 1608 Argentina.
- 1609 Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands.
- 1610 Austria.
- 1611 Bahamas.
- 1612 Bahrain.
- 1613 Barbados.
- 1614 Belgium.
- 1615 Bermuda.
- 1616 Bhutan.
- 1617 Bolivia.
- 1618 Botswana. Also Bechuanaland.
- 1619 Brazil.
- 1620 Brunei.
- 1621 Bulgaria.
- 1622 Burma. Also Myanmar.
- 1623 Burundi. Also Urundi.
- 1624 Cambodia. Also Kampuchea, Khmer Republic.
- 1625 Cameroon.
- 1626 Canada.
- 1627 Central African Republic.
- 1628 Sri Lanka. Also Ceylon.
- 1629 Chad. Also Tchad.
- 1630 Chile.
- 1631 China (People's Republic of).
- 1632 Colombia.
- 1633 Congo (Democratic Republic). Also Belgian Congo, Zaire.
- 1634 Congo (People's Republic). Also Congolese Republic
Brazzaville.

1635 Costa Rica.
1636 Cuba.
1637 Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles(Netherlands).
1638 Cyprus.
1639 Czech Republic. Also Czechoslovakia.
1640 Benin. Also Dahomey.
1641 Denmark.
1642 Dominica.
1643 Dominican Republic.
1645 Ecuador. Also Galapagos.
1646 El Salvador. Also Salvador.
1647 Tuvalu. Also Ellice Islands.
1648 Ethiopia. Also Abyssinia.
1649 Falkland Islands.
1650 Fiji.
1651 Finland.
1652 Taiwan. Also China (Taiwan), Formosa.
1653 France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre &), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French).
1654 Gabon.
1655 Gambia. Also Senegambia.
1656 Germany.
1658 Ghana. Also Gold Coast.
1659 Gibraltar.
1660 Kiribati. Also Gilbert Islands.
1661 Greece. Also Crete, Corfu.
1662 Grenada.
1663 Guatemala.
1664 Guinea. Also Guinea (French).
1665 Guyana. Also British Guiana, Guiana (British).
1666 Haiti.
1667 Honduras.
1668 Belize. Also British Honduras, Honduras British.
1669 Hong Kong.
1670 Hungary.
1671 Iceland.
1672 India. Also Sikkim.
1673 Indonesia. Also Kalimantan (South Borneo), West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor.
1674 Iran. Also Persia.
1675 Iraq.

1676 Irish Republic. Also Ireland (Republic of), Eire.
1677 Israel.
1678 Italy. Also Holy See, Vatican City.
1679 Ivory Coast. Also Cote d'Ivoire.
1680 Jamaica.
1681 Japan.
1682 Jordan.
1683 Kenya.
1684 South Korea. Also Korea, Republic of Korea (South Korea).
1685 North Korea. Also Korea North, Democratic People's Republic of Korea.
1686 Kuwait.
1687 Laos. Also Lao People's Democratic Republic.
1688 Lebanon.
1689 Leeward Islands (not otherwise specified).
1690 Lesotho. Also Basutoland.
1691 Liberia.
1692 Libya. Also Libyan Arab Jamahiriya, Great Socialist People's, Great Socialist People's Libyan Arab Jamahiriya.
1693 Luxembourg.
1694 Macao.
1695 Madagascar. Also Malagasy Republic.
1696 Malawi. Also Nyasaland.
1698 Malaysia. Also Sarawak, North Borneo, Borneo North, Malaya, Sabah.
1699 Mali.
1700 Malta.
1701 Mauritania.
1702 Mauritius.
1703 Mexico.
1704 Mongolia. Also Outer Mongolia.
1705 Monserrat.
1706 Morocco. Also Western Sahara, Sahara (West), Tangier.
1707 Mozambique. Also East Africa (Portugese), Portuguese East Africa.
1708 Oman. Also Muscat and Oman.
1709 Nepal.
1710 Netherlands. Also Holland.
1713 Vanuatu. Also New Hebrides.
1714 New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands.
1715 Nicaragua.
1716 Niger.
1717 Nigeria.
1718 Norway.

1721 Pakistan. Also Pakistan (West).
1722 Panama.
1723 Papua New Guinea. Also New Guinea.
1724 Paraguay.
1725 Peru.
1726 Philippines.
1727 Poland.
1728 Portugal. Also Madeira, Azores.
1730 Puerto Rico.
1731 Qatar.
1732 Zimbabwe. Also Rhodesia Southern, Southern Rhodesia.
1733 Romania. Also Rumania.
1734 Rwanda.
1735 St Helena Dependencies. Also Ascension, Tristan de Cunha.
1736 St Kitts and Nevis. Also St. Christopher and Nevis.
1737 St Lucia.
1738 St Vincent & the Grenadines. Also Grenadines.
1741 Samoa. Also Western Samoa.
1743 Saudi Arabia.
1744 Seychelles.
1745 Sierra Leone.
1746 Singapore.
1747 Solomon Islands.
1748 Somalia. Also Somali Democratic Republic.
1749 Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars & Issas.
1750 South Africa.
1751 Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands.
1752 Sudan.
1753 Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname.
1754 Swaziland.
1755 Sweden.
1756 Switzerland.
1757 Syria. Also Syrian Arab Republic.
1759 Tanzania. Also Tanganyika, Zanzibar.
1760 Thailand. Also Siam.
1762 Togo.
1763 Trinidad & Tobago.
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Kaimah.
1765 Tunisia.
1766 Turkey.

1767 Uganda.
1768 Egypt. Also United Arab Republic.
1769 Burkina. Also Burkina-Faso, Upper Volta.
1770 Uruguay.
1771 United States. Also USA, Northern Marianas,
Commonwealth of, Virgin Is (US).
1772 CIS (Commonwealth of Independent States). Also
USSR (not otherwise specified), USSR.
1773 Venezuela.
1774 Vietnam.
1776 British Virgin Islands. Also Virgin Is (British).
1777 West Indies (not otherwise specified).
1778 Windward Islands (not elsewhere specified).
1780 Serbia and Montenegro.
1781 Zambia. Also Rhodesia Northern, North Rhodesia.
1782 Not known.
1783 Stateless.
1784 Tonga.
1785 Senegal.
1787 Bangladesh. Also Pakistan (East), East Pakistan,.
1788 Cape Verde Islands.
1789 Cayman Islands.
1790 Equatorial Guinea. Also Guinea (Equatorial), Guinea
(Spanish), Spanish Guinea.
1793 Maldives. Also Maldivé Islands.
1796 US Trust Territories of the Pacific Islands (inc America
Samoa & the Trust Territories). Also Palau, Guam, Trust
Territories American, American Samoa, American Trust
Territories, Samoa (US), Pacific Territories US.
1798 Namibia. Also South West Africa, Walvis Bay.
1799 Turks & Caicos Islands.
1801 British Antarctic Territory. Also British Antarctica,
Antarctica British.
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea
(Portuguese).
1803 Sao Tome & Principe. Also Principe (Sao Tome),.
1804 Comoros.
1805 Nauru.
1821 Mayotte. Also French Territorial Collectives.
1822 French Possessions nor elsewhere classified. Also
French Polynesia, New Caledonia, Antarctica French,
French Overseas Territories (TCMS), Loyalty Islands,
Polynesia (French), Marquesas Islands, Tahiti, Society
Islands, Wallis and Futuna, Futuna (Wallis &).
1823 Pitcairn Islands.
1824 Anguilla.
1825 Monaco.
1826 San Marino.

1827 Liechtenstein.
 1828 Greenland. Also Faroe Islands.
 1829 British Indian Ocean Territory. Also Chagos Archipelago, 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. Also Byelorussia.
 1839 Kazakhstan.
 1840 Kyrgyzstan. Also Kirgizia.
 1841 Moldova. Also Moldavia.
 1842 Russia.
 1843 Tajikistan.
 1844 Turkmenistan.
 1845 Ukraine.
 1846 Uzbekistan.
 1847 Georgia.
 1850 Slovakia.
 1851 Macedonia. Also Skopje.
 1853 Bosnia and Herzegovina.
 1860 Eritrea.
 1861 Marshall Islands.
 1862 Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands.
 1863 East Timor.
 1864 Kosovo.
 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.

DESCRIPTION

The Nationality field defines the country of legal nationality coded using the 4-digit country codes listed. This is not necessarily the domicile.

NOTES

UK nationals: The coding frame for nationality is the same as that used for classifying domicile in other records. However, when coding nationality, United Kingdom (code 2826) should be used instead of the codes for England, Wales,

Scotland and Northern Ireland. Citizens of the Channel Islands (3826) and the Isle of Man (4826) may use these codes when coding their nationality.

Dual nationality: 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, for coding purposes preference should be given to those nationalities within the European Union.

Stateless: Where a member of staff claims nationality of a country not recognised as such by the Foreign and Commonwealth Office (FCO) then code '1783 Stateless' may be used.

Nationality coding for staff from China:-

The following guidance on the coding of field 6 NATION for staff from specific parts of China is based on advice recently received from the Foreign & Commonwealth Office. Code 1631, People's Republic of China (PRC) should be used where relevant in cases not covered by the guidance.

Code 1669 Hong Kong appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in nationality fields.

Code 1694 Macao appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in nationality fields.

Code 1652 Taiwan - The United Kingdom acknowledges the position of the Chinese Government that Taiwan is a province of China and recognises the Chinese Government as the sole legal government of China. The United Kingdom does not recognise Taiwan as a state and does not have diplomatic relations with Taiwan. However, because the United Kingdom accepts passports issued by the Taiwanese Authorities for immigration purposes, it is necessary to use a separate country code 1652, Taiwan, in nationality fields. This has no bearing on the United Kingdom's position on

Taiwan's status.

Tibet - The mention of Tibet alongside code 1631, People's Republic of China has been removed. It had been there solely to ensure that anyone giving 'Tibet' as a country of domicile or a nationality was coded as 'People's Republic of China', and this practice should continue. There was no implication that 'Tibet' represented a separate nationality, and there is not and never has been a separate code for it.

Code 1864 Kosovo - A new code for Kosovo has been added to the classification in acknowledgement of the UK's recognition of Kosovo as an independent nation. This code is available for use for 2007-08, but institutions are not required to re-code existing students.

Institutions are advised to quote the relevant guidance in response to any query.

Responsibility for revision of the codes appearing in the list of valid codes lies with the FCO and takes place at regular, though not annual, intervals.

REASON REQUIRED

To provide information about net inflows of staff of different nationalities.

Field Nr. **Field Description**

7 Ethnicity

Field Abbrev'n
ETHNIC

Field Length
2

STATUS

This field must be completed with a valid code for all staff.

VALID ENTRIES

- 11 White - British.
- 12 White - Irish.
- 13 White Scottish.
- 14 Irish Traveller.
- 19 Other White background.
- 21 Black or Black British - Caribbean.
- 22 Black or Black British - African.
- 29 Other Black background.
- 31 Asian or Asian British - Indian.
- 32 Asian or Asian British - Pakistani.
- 33 Asian or Asian British - Bangladeshi.
- 34 Chinese.
- 39 Other Asian background.
- 41 Mixed - White and Black Caribbean.
- 42 Mixed - White and Black African.
- 43 Mixed - White and Asian.
- 49 Other Mixed background.
- 80 Other Ethnic background.
- 90 Not known.
- 98 Information refused.

DESCRIPTION

The Ethnicity field identifies the ethnic origin of the member of staff.

NOTES

This coding structure reflects the 2001 Census of Population ethnicity classifications used throughout the UK and so allows comparative statistics to be derived both within and without the sector.

It is HESA's intention to adopt national classifications where they exist and are appropriate.

In the case of the Census 2001 ethnicity coding, there is no coding structure applicable throughout the UK, as variations exist in Scotland and Northern Ireland. To accommodate requirements for institutions to report locally to their devolved administrations, the coding frame has been revised. As a consequence, no institution will recognise this hybrid-coding list as that used in their region.

There are two specific categories: code 13 'White Scottish' and code 14 'Irish Traveller', which can only be used by

institutions in Scotland and Northern Ireland respectively.

Code '98' Information refused should be used when, and only when, a member of staff has explicitly refused to provide the information. Failure to respond at all to a request for information does not signify an explicit refusal, and such staff should be coded '90' Not Known. It is expected that in any individual institution use will be made of both of these two codes. Where a member of staff indicates their ethnicity as something not included in the coding frame, for example Jewish or Arabic, they should be coded '80' Other Ethnic Background.

Code 90 'Not known' can be used for staff who do not genuinely know their ethnicity, ie staff who are adopted.

In addition institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such staff as 49 - 'Other Mixed background'.

REASON REQUIRED For monitoring equal opportunities issues in HE.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	National identity 1	NATID1	1

STATUS This field must be completed with a valid code other than the default code when the member of staff is employed by an institution in Wales.

VALID ENTRIES

- B British.
- E English.
- I Irish.
- O Other.
- R Information refused.
- S Scottish.
- U Unknown.
- W Welsh.
- X Not applicable/Not required (Default code).

DESCRIPTION This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

NOTES

The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8 National Identity 1. If a second national identity is also chosen this should be coded in field 9, National identity 2.

Code 'U' Unknown should be used when the member of staff has not been asked what they consider their national identity to be, or has failed to respond to a request for information.

Code 'R' Information refused should be used when the member of staff has explicitly refused to provide the information.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must not be used by institutions in Wales.

REASON REQUIRED	To monitor the impact of policies and practices on staff of Welsh or other UK background.
	To compare sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	National identity 2	NATID2	1

STATUS This field must be completed with a valid code other than the default code when the member of staff is employed by an institution in Wales and the member of staff identifies themselves as having more than one nationality.

VALID ENTRIES

B British.
E English.
I Irish.
O Other.
S Scottish.
W Welsh.
X Not applicable/Not required (Default code).

DESCRIPTION This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

NOTES The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8, National Identity 1. If a second national identity is also chosen this should be coded in field 9 National Identity 2.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must be used when field 8, National Identity 1 is coded 'R, U or X' or where only one national identity is given by an individual.

REASON REQUIRED To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare HE sector data with that from other areas of the economy.

Field Nr. **Field Description**

10 Disabled

Field Abbrev'n
DISABLED

Field Length
1

STATUS

This field must be completed with a valid code for all staff.

VALID ENTRIES

- 1 Not known to be disabled.
- 2 Declared disabled.
- 9 Information not provided.

DESCRIPTION

The Disabled field indicates if the staff member is disabled.

NOTES

Since 1996 there has been no registration of disability. Therefore disability is recorded on the basis of the staff member's own self-assessment.

REASON REQUIRED

For monitoring levels and trends in employment in HE by particular groups.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Date appointed at current HEI	DATEFHEI	8

STATUS This field must be completed with a valid code other than the default code when the date is known **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION The Date appointed at current HEI field records the date at which the member of staff entered their current period of **continuous service** with the HEI. For the purposes of this field, the current HEI includes all its predecessor institutions.

NOTES The reference to 'predecessor institutions' relates to changes within the reporting institution. For example, institutions that have merged to form the existing institution and where staff were automatically transferred from the former employer.

This field must be updated when a break in **continuous service** occurs regardless of the length of the break. If there has been a break in continuous service DATEFHEI will not be the same as the date of the first appointment that the member of staff held with the HEI. It is therefore essential that the original STAFFID is retained where breaks in service occur, particularly for staff in SOC groups 1, 2 and 3, in order to facilitate tracking.

It is expected that institutions will be able to give a date appointed at current HEI for all new staff and some existing staff, but in an exceptional case where date appointed at current HEI is not known for existing staff the default code '99991231' should be used.

Default code '99991231' can be used for atypical staff.

EXAMPLE **Member of staff holds several contracts issued with no break in continuous service:-**

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 2002 to 29 January 2008, and the other a permanent contract that was issued on 1 December 2007. Details of both contracts must be returned in the contract table and the code returned in this field must be 20020129.

Break in continuous service:-

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 2002 to 29 January 2008, and the other a permanent contract that was issued on 10 February 2008. Details of both contracts must be returned in the contract table and the code returned in this field must be 20080210. Additionally, default codes 99991231 and XX must be returned in fields 19 DATELEFT and 20 LEDEST respectively, because the member of staff is still employed at the institution under the permanent contract. If the member of staff has not been employed elsewhere during the break in service, code 21 'Not in regular employment' must be returned in field 12 PREVEMP and the code for the current institution must be returned in field 13 PREVHEI.

Default code 'XXXX' must not be used in field 13 PREVHEI when there has been a break in employment service and field 12, PREVEMP has been coded '21' Not in regular employment.

REASON REQUIRED

To track career histories of HE staff for employment research and profiling.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Previous employment	PREVEMP	2

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

- 01 Another HEI in UK.
- 02 HEI in an overseas country.
- 03 Other education institution in UK.
- 04 Other education institution in an overseas country.
- 05 Research institution in the UK.
- 06 Research institution overseas.
- 07 Student in UK.
- 08 Student in an overseas country.
- 09 NHS/General medical or general dental practice in UK.
- 10 Health service in an overseas country.
- 11 Other public sector in UK.
- 12 Private industry/commerce in UK.
- 13 Self-employed in UK.
- 14 Other employment in UK.
- 15 Other employment in an overseas country.
- 21 Not in regular employment.
- 99 Not known.
- XX Not applicable/Not required (Default code).

DESCRIPTION The Previous employment field is used to record the nature of employment of the member of staff before entering employment with the current institution.

NOTES Where it appears that two codes are equally applicable, the nearest to '01' should be given.

The previous employment should indicate the nature of employment of the member of staff before the date returned in field 11, Date appointed at current HEI. This will not necessarily be the employment of the member of staff in the previous year.

It is expected that once the member of staff has entered employment with the institution the code returned in this field will remain the same until the member of staff leaves the institution.

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in this field and the code for the current institution returned in field 13 PREVHEI.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be used.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED

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

Field Nr. **Field Description**

13 Previous HEI

Field Abbrev'n
PREVHEI

Field Length
4

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** field 12, previous employment has been coded '01' **and** field 11, Date entered current HEI has been coded with a date after 20070731 (excluding 99991231) **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

0001 The Open University.
0002 Cranfield University.
0003 Royal College of Art.
0004 College of Guidance Studies.
0006 The Royal College of Nursing.
0007 Bishop Grosseteste College.
0008 Bretton Hall College of HE.
0009 Buckinghamshire New University.
0010 Central School of Speech and Drama.
0011 University College Chester.
0012 Canterbury Christ Church University College.
0013 York St John University College.
0014 University College Plymouth St Mark and St John.
0015 Dartington College of Arts.
0016 Edge Hill University.
0017 University College Falmouth.
0018 Harper Adams University College.
0019 Homerton College.
0020 Kent Institute of Art and Design.
0021 University College Winchester.
0022 La Sainte Union College of HE.
0023 Liverpool Hope University.
0024 University of the Arts, London.
0025 Loughborough College of Art and Design.
0026 University of Bedfordshire.
0027 University College Northampton.
0028 Newman University College.
0029 North Riding College Higher Education Corporation.
0030 Ravensbourne College of Design and Communication.
0031 Roehampton University.
0032 Rose Bruford College.
0033 Royal Academy of Music.
0034 Royal College of Music.
0035 Royal Northern College of Music.

0036 Salford College of Technology.
0037 Southampton Solent University.
0038 University of Cumbria.
0039 St Mary's College.
0040 Leeds Trinity and All Saints.
0041 Trinity Laban.
0042 Westminster College.
0043 West London Institute of Higher Education.
0044 The Surrey Institute of Art and Design, University
College.
0045 Winchester School of Art.
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.
0055 London Guildhall University.
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.
0070 The University of North London.
0071 The Nottingham Trent University.
0072 Oxford Brookes University.
0073 The University of Plymouth.
0074 The University of Portsmouth.
0075 Sheffield Hallam University.
0076 London South Bank University.
0077 Staffordshire University.
0078 The University of Sunderland.
0079 The University of Teesside.
0080 Thames Valley University.
0081 University of the West of England, Bristol.
0082 The University of Chichester.

0083 The University of Westminster.
0084 Wimbledon School of Art.
0085 The University of Wolverhampton.
0086 The University of Wales, Newport.
0087 Glyndwr University.
0088 Coleg Normal Bangor.
0089 University of Wales Institute, Cardiff.
0090 University of Glamorgan.
0091 Swansea Metropolitan University.
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.
0099 Northern College of Education.
0100 Queen Margaret University College, Edinburgh.
0101 The 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 The University of the West of Scotland.
0106 Glasgow Caledonian University.
0107 Napier University.
0108 Aston University.
0109 The University of Bath.
0110 The University of Birmingham.
0111 The University of Bradford.
0112 The University of Bristol.
0113 Brunel University.
0114 The University of Cambridge.
0115 City University.
0116 University of Durham.
0117 The University of East Anglia.
0118 The University of Essex.
0119 The University of Exeter.
0120 The University of Hull.
0121 The University of Keele.
0122 The University of Kent.
0123 The University of Lancaster.
0124 The University of Leeds.
0125 The University of Leicester.
0126 The University of Liverpool.
0127 Birkbeck College.
0128 British Postgraduate Medical Federation.
0129 Charing Cross & Westminster Medical School.
0131 Goldsmiths College.
0132 Imperial College of Science, Technology and

Medicine.

- 0133 Institute of Education.
- 0134 King's College London.
- 0135 London Business School.
- 0136 The London Hospital Medical College.
- 0137 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 St Bartholomew's Hospital Medical College.
- 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 Wye College.
- 0151 University of London (Institutes and activities).
- 0152 Loughborough University.
- 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 The University of Wales, Lampeter.
- 0177 Aberystwyth University.
- 0178 Bangor University.

0179 Cardiff University.
 0180 Swansea University.
 0181 University of Wales College of Medicine.
 0182 Royal Welsh College of Music and Drama.
 0183 Welsh Institute of Rural Studies.
 0184 The Queen's University of Belfast.
 0185 University of Ulster.
 0186 The University of Wales.
 0187 Westhill College.
 0188 The Institute of Cancer Research.
 0189 Writtle College.
 0190 Norwich University College of the Arts.
 0191 Northern School of Contemporary Dance.
 0192 Cumbria Institute of the Arts.
 0193 Stranmillis University College.
 0194 St Mary's University College.
 0195 Royal Agricultural College.
 0196 UHI Millennium Institute.
 0197 The Arts Institute at Bournemouth.
 0198 Bell College.
 0199 Conservatoire for Dance and Drama.
 0200 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.
 0207 Leeds College of Music.
 0208 Guildhall School of Music and Drama.
 0209 Liverpool Institute for Performing Arts.
 0210 University Campus Suffolk.

DESCRIPTION

The Previous HEI field is used to record the institution identifier of the most recent previous institution at which the member of staff worked.

NOTES

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in field 12 Previous employment and the code for the current institution must be returned in this field. Default code 'XXXX' must not be used when there has been a break in continuous service and field 12, Previous employment has been coded '21' Not in regular employment.

Generic code '4001' Other UK Institution should be used in

the exceptional case where field 12 Previous employment is coded '01' Another HEI in UK and the HEI is not known. Code 4001 should also be used for private HEIs in the UK that are not listed in the Valid Entries list.

Default code 'XXXX' must be used when field 12, Previous employment has been coded '02-15', '99' or 'XX'.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' can be used for staff that have returned a date before 20030731 (including those with a default date of 99991231) in field 11, Date appointed at current HEI.

Default code 'XXXX' can be used for atypical staff.

EXAMPLE

0053 The University of Central Lancashire.

REASON REQUIRED

To assist in year on year linking and tracking between records as individuals move between institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Highest qualification held	HQHELD	2

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

- 01 Doctorate.
- 02 Other Higher Degree.
- 03 PGCE.
- 09 Other Postgraduate qualification (including professional).
- 11 First Degree.
- 12 First Degree with Qualified Teacher Status (QTS).
- 19 Other qualifications at first-degree level (including professional).
- 21 Diploma of HE.
- 22 HND/HNC.
- 29 Other undergraduate qualification (including professional).
- 31 'A' level, Scottish Higher or equivalent (NVQ/SVQ Level 3).
- 32 'O'level/GCSE or equivalent (NVQ/SVQ Level 2).
- 97 Other qualification.
- 98 No qualifications.
- 99 Unknown.
- XX Not applicable/Not required (Default code).

DESCRIPTION The Highest qualification held field is used to indicate the highest qualification held by the member of staff.

NOTES If a member of staff has more than one of the above qualifications, institutions may use their own discretion to determine which qualification is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code that is closest to '01'.

Code 02 'Other Higher Degree' includes Masters.

This field should be updated when an existing member of staff gains a higher qualification than that already held.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED To provide information about the qualifications of the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Academic discipline 1	ACCDIS1	4

STATUS This field must be completed with a valid JACS 1.7 code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

A full four character JACS 1.7 code. Please refer to the [Joint Academic Coding System 1.7](#) (JACS) classification of academic subjects.

DESCRIPTION Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching.**

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

NOTES Institutions must return a four character JACS 1.7 code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in field 16, Academic discipline 2. Where a qualification is in two subjects then a further JACS 1.7 code should be used in field 16.

The level of detail provided by the use of principal subjects (codes of the form LetterNumber00 listed at http://www.hesa.ac.uk/jacs/jacs_ps.htm) is sufficient to meet the data requirements of HESA's statutory data users and there is no necessity for institutions to code at a more detailed level.

For those few staff with 3 subject disciplines, the two JACS 1.7 codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS 1.7 coding frame then code to the broad subject area i.e. C100

Biology, C300 Zoology, F300 Physics (see JACS principal subjects JACS 1.7 principal subjects)

Example:

An academic member of staff with a postgraduate qualification in Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' can be used for atypical staff.

EXAMPLE

Codes are to be allocated using the JACS 1.7 classification provided in the document 'JACS complete classification' available on the HESA website at: http://www.hesa.ac.uk/JACS1.7

REASON REQUIRED

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Academic discipline 2	ACCDIS2	4

STATUS This field must be completed with a valid JACS 1.7 code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29' **and** the highest qualification held has more than one subject code **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

A full four character JACS 1.7 code. Please refer to the [Joint Academic Coding System 1.7 \(JACS\)](#) classification of academic subjects.

DESCRIPTION Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching.**

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

NOTES Institutions must return a four character JACS 1.7 code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in this field. Where a qualification is in two subjects, the second subject should be returned in this field.

The level of detail provided by the use of principal subjects (codes of the form LetterNumber00 listed at http://www.hesa.ac.uk/jacs/jacs_ps.htm) is sufficient to meet the data requirements of HESA's statutory data users and there is no necessity for institutions to code at a more detailed level.

For those few staff with 3 subject disciplines, the two JACS 1.7 codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS 1.7 coding

frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics (see JACS principal subjects JACS 1.7 principal subjects)

Example:

An academic member of staff with a postgraduate qualification in Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' must be used when the highest qualification held has one subject code.

Default code 'XXXX' can be used for atypical staff.

EXAMPLE

Codes are to be allocated using the JACS 1.7 classification provided in the document 'JACS complete classification' available on the HESA website at: http://www.hesa.ac.uk/JACS1.7

REASON REQUIRED

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Regulatory body	REGBODY	2

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the related cost centre field has been coded '01-08' or '29' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

- 00 Not currently registered to practice.
- 01 General Medical Council (GMC).
- 02 General Dental Council (GDC).
- 03 General Optical Council (GOC).
- 04 Royal Pharmaceutical Society of Great Britain (RPSGB).
- 05 The Pharmaceutical Society of Northern Ireland (PSNI).
- 06 The Nursing and Midwifery Council (NMC).
- 07 Health Professions Council (HPC).
- 08 General Social Care Council (GSCC).
- 09 Scottish Social Services Council (SSSC).
- 10 Care Council for Wales (CCW).
- 11 Northern Ireland Social Care Council (NISCC).
- 12 General Osteopathic Council (GOsC).
- 13 General Chiropractic Council (GCC).
- 14 Royal College of Veterinary Surgeons (RCVS).
- XX Not applicable/Not required (Default code).

DESCRIPTION To identify the regulatory body for staff working in health and social care professions regulated by a statutory health or social care regulatory body.

NOTES Code '00' must be used when any of the activity code fields (24, 27, 30) in the contract table have been coded 2A and any of the cost centre fields have been coded '01-08' or '29' and

- 1) The member of staff is not currently registered to practice with a statutory health or social care regulatory body or
- 2) it is not known whether the member of staff is currently registered to practice with a health or social care regulatory body or
- 3) the member of staff is registered to practice but with a professional body not listed in this field, as this field only collects information about registration with statutory health or social care regulatory bodies.

Institutions can complete this field for staff who, although registered to practice with a statutory health and social care regulatory body, do not work in a health or social care cost centre listed in the status of this field.

REASON REQUIRED

To identify the appropriate regulatory body for staff currently registered to practice in medical, health and social care professions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	Ability to teach through the medium of Welsh	ABLWELSH	1
STATUS	This field must be completed with a valid code other than the default code when the contract held is with an institution in Wales and any of the activity code fields (24, 27, 30) in the contract table have been coded '2A' and the member of staff is not classed as 'atypical'.		
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. X Not applicable/Not required (Default code).		
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	<p>Institutions should refer to the HEFCW for any guidance about the completion of this field.</p> <p>Institutions in Wales not presently collecting this data are required to complete this field using code '9'.</p> <p>Code '2 Not able to teach through the medium of Welsh' should be used when any of the Activity code fields (24, 27, 30) in the contract table have been coded '2A' and the member of staff is not able to teach through the medium of Welsh and the contract held is with a institution in Wales.</p> <p>Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.</p> <p>Default code 'X' can be used when all of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.</p> <p>Default code 'X' can be used for atypical staff.</p>		
REASON REQUIRED	To monitor the level of potential provision available through the medium of Welsh for institutions in Wales.		

Field **Field Description**
Nr.

Field
Abbrev'n
DATELEFT

Field
Length
8

19 Date left HEI

STATUS

This field must be completed with a valid code other than the default code when the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION

The Date left HEI should be shown as the date in respect of which the last salary payment was made.

NOTES

Date left HEI should be completed with a date other than the default for all members of staff leaving the HEI (because they have left the institution, not just a contract).

A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22' in field 20 Leaving destination, unless they are immediately re-employed in an institution's service.

Only staff who have left all contracts of employment with the HEI should have a leaving date returned in this field. A member of staff whose contract has ended but has immediately started another contract, and therefore has not left the HEI should be returned using the default code.

For staff for whom more than one contract has been returned in the contract table and one of these contracts has come to an end, the default should be returned if they are still employed in institutional service under one or more other contracts.

Code '20070731' should be returned when the member of staff left the HEI in the previous reporting period (1 August 2006 - 31 July 2007) and date left HEI is not known.

Default code '99991231' must be used for staff that have not left the HEI.

Default code '99991231' can be used for atypical staff.

REASON REQUIRED

To terminate an individual's inclusion in the HESA Staff Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
20	Leaving destination	LEDEST	2

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

- 01 Another HEI in UK.
- 02 HEI in an overseas country.
- 03 Other education institution in UK.
- 04 Other education institution in an overseas country.
- 05 Research institution in the UK.
- 06 Research institution overseas.
- 07 Student in UK.
- 08 Student in an overseas country.
- 09 NHS/General medical or general dental practice in UK.
- 10 Health service in an overseas country.
- 11 Other public sector in UK.
- 12 Private industry/commerce in UK.
- 13 Self-employed in UK.
- 14 Other employment in UK.
- 15 Other employment in an overseas country.
- 21 Not in regular employment.
- 22 Retirement.
- 31 Death.
- 99 Not known.
- XX Not applicable/Not required (Default code).

DESCRIPTION The Leaving destination field denotes the destination of the member of staff after leaving the employment of the institution.

NOTES A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22', unless they are immediately re-employed in an institution's service.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who

consider themselves self-employed), code '09' should be used.

Where it appears that two codes are equally applicable, the nearest to '01' should be given.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' must be used for all members of staff who have not left all contracts of employment with the HEI.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
21	Active in 2008 Research Assessment Exercise		RESACT 1

STATUS This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

- 1 Category A or C selected for assessment in the 2008 RAE.
- 2 Category A or C not selected for assessment in the 2008 RAE.
- 3 Employed by the reporting institution on 31 October 2007 but not recorded as Category A or C either selected or not selected for assessment.
- 9 Not employed by the reporting institution on 31 October 2007.
- X Not applicable/Not required (Default code).

DESCRIPTION Active in 2008 Research Assessment Exercise (RAE) indicates the state of the staff member's research activities in the most recent RAE.

NOTES **The following additional guidance was published on 13 August 2008:**

HEFCE has confirmed that the interpretation of the RAE guidance published in the HESA manual is correct and that all staff meeting the definitions of Category A and C for the 2008 RAE should be returned. Details of the coverage of categories A and C can be found in RAE 03/2005 http://www.rae.ac.uk/pubs/2005/03/ paragraphs 76 to 90. All staff meeting the definitions contained in these paragraphs should be returned using either code 1 or code 2, reflecting whether or not they were selected for assessment. Category A and C includes staff employed on a teaching-only basis. The funding councils will be using the data from this field for equal opportunities monitoring.

Codes '1' and '2' must be used where the member of staff was employed at the institution on the 2008 RAE census date (31 October 2007) and their employment fulfilled the criteria to be included as category A or C and the staff member is not Atypical. Details of the coverage of categories A and C can be found in RAE 03/2005 <A HREF=

"<http://www.rae.ac.uk/pubs/2005/03/>">

www.rae.ac.uk/pubs/2005/03/ paragraphs 76 to 90.

Category A and C includes staff employed on a teaching only basis, i.e. Field 8 in the contract table ACEMPFUN = '1', it does not, in general, include research assistants and other support staff. Where a research assistant has been selected as category A they should be coded as '1' even though such staff do not normally meet the requirements to be category A. Category C staff will not normally be employed by the reporting institution. However, where they are they should be recorded using codes '1' and '2'.

Institutions were not required to return data on category A staff not selected for assessment as part of their 2008 RAE submission. However, in order to monitor the impact of the RAE the funding councils expect institutions to assign non-selected staff to a unit of assessment (see paragraph 23 of RAE 03/2005). Such staff should still be returned using code '2' in this field and assigned to the appropriate unit of assessment in the UOA field.

Code '3' must be used when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' and the member of staff did not fall within the definition of category A or C. This will include most research assistants and teaching assistants. This code should not be used for staff who meet the definition of category A or C but who were not selected for assessment, code '2' should be used in this case.

Staff who have been coded '2A' in any of the activity code fields (24, 27, 30) in the contract table and have a CONFTE of less than 0.2 (i.e. 20%) can be coded '3' in RESACT and 'XXX' in UOA.

Code '9' must be used for non-atypical staff who have been coded '2A' in **any** of the activity code fields (24, 27, 30) in the contract table and were not employed at the RAE census date.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' should be used for atypical staff including those coded '2A' in any of the activity code fields (24, 27, 30).

REASON REQUIRED To distinguish different types of academic staff in the most recent RAE and for equal opportunities monitoring.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Unit of Assessment	UOA	3

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not classed as 'atypical' and staff have been coded '1' or '2' in field 21 active in 2008 RAE.

VALID ENTRIES

- 01 Cardiovascular Medicine.
- 02 Cancer Studies.
- 03 Infection and Immunology.
- 04 Other Hospital Based Clinical Subjects.
- 05 Other Laboratory Based Clinical Subjects.
- 06 Epidemiology and Public Health.
- 07 Health Services Research.
- 08 Primary Care and Other Community Based Clinical Subjects.
- 09 Psychiatry, Neuroscience and Clinical Psychology.
- 10 Dentistry.
- 11 Nursing and Midwifery.
- 12 Allied Health Professions and Studies.
- 13 Pharmacy.
- 14 Biological Sciences.
- 15 Pre-clinical and Human Biological Sciences.
- 16 Agriculture, Veterinary and Food Science.
- 17 Earth Systems and Environmental Sciences.
- 18 Chemistry.
- 19 Physics.
- 20 Pure Mathematics.
- 21 Applied Mathematics.
- 22 Statistics and Operational Research.
- 23 Computer Science and Informatics.
- 24 Electrical and Electronic Engineering.
- 25 General Engineering and Mineral & Mining Engineering.
- 26 Chemical Engineering.
- 27 Civil Engineering.
- 28 Mechanical, Aeronautical and Manufacturing Engineering.
- 29 Metallurgy and Materials.
- 30 Architecture and the Built Environment.
- 31 Town and Country Planning.
- 32 Geography and Environmental Studies.
- 33 Archaeology.
- 34 Economics and Econometrics.

- 35 Accounting and Finance.
- 36 Business and Management Studies.
- 37 Library and Information Management.
- 38 Law.
- 39 Politics and International Studies.
- 40 Social Work and Social Policy & Administration.
- 41 Sociology.
- 42 Anthropology.
- 43 Development Studies.
- 44 Psychology.
- 45 Education.
- 46 Sports-Related Studies.
- 47 American Studies and Anglophone Area Studies.
- 48 Middle Eastern and African Studies.
- 49 Asian Studies.
- 50 European Studies.
- 51 Russian, Slavonic and East European Languages.
- 52 French.
- 53 German, Dutch and Scandinavian Languages.
- 54 Italian.
- 55 Iberian and Latin American Languages.
- 56 Celtic Studies.
- 57 English Language and Literature.
- 58 Linguistics.
- 59 Classics, Ancient History, Byzantine and Modern Greek Studies.
- 60 Philosophy.
- 61 Theology, Divinity and Religious Studies.
- 62 History.
- 63 Art and Design.
- 64 History of Art, Architecture and Design.
- 65 Drama, Dance and Performing Arts.
- 66 Communication, Cultural and Media Studies.
- 67 Music.
- 99 Staff with academic contract but no academic duties.
- XXX Not applicable/Not required (Default code).

DESCRIPTION

The first two characters are the Unit of Assessment the member of staff was associated with in the 2008 Research Assessment Exercise (RAE). The final character is the letter denoting the multiple submission the member of staff was associated with or 'Z' where a multiple submission was not made.

Valid entry patterns are: 01 - 67, 99 or XXX. The two-digit number must be followed by a letter A, B, C or Z.

NOTES

Code 99 exists to allow for staff who meet the definitions of category A or C but for whom it would be impossible to assign to a UoA despite them having an academic contract, examples of staff in this category might be vice-chancellors or deans who are on academic contracts but have no academic duties. Code 99 should not be used for staff who, despite having academic duties, were not selected for assessment, these staff should be assigned to the unit of assessment they were associated with for the 2008 RAE.

Default code 'XXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXX' must be used when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A', but the member of staff is not eligible to be included as either category A or C in the 2008 RAE

Default code 'XXX' can be used for atypical staff.

REASON REQUIRED

To allow central monitoring and analysis of submission rates consistent with that described in paragraph 2 of Annex G of RAE 03/2005.

Field Nr.	Field Description
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23	Not Used
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Field Abbrev'n
TOTSAL

Field Length
7

STATUS Not used.

VALID ENTRIES

99999999.

NOTES Institutions must complete this field with 99999999.

