

September 2013/22

Core funding/operations

Request for data

Returns should be made via the
HEFCE secure data collection site
by **noon on Friday 18 October
2013**

This document asks higher education
institutions in the UK to provide data on the
intake of medical and dental students in the
2012-13 and 2013-14 academic years.

Medical and dental students survey 2013

Survey for the Department of Health and the UK higher education funding bodies



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Medical and dental students (MDS) survey 2013

Survey for the Department of Health and the UK higher education funding bodies

To	Heads of higher education institutions in the UK with undergraduate medical or dental programmes
Of interest to those responsible for	Student data, Funding
Reference	2013/22
Publication date	September 2013
Enquiries to	Sarah Azadian-Zobay, tel 0117 931 7207, e-mail mds@hefce.ac.uk Andrew Taylor, tel 0117 931 7026, e-mail a.taylor@hefce.ac.uk

Executive summary

Purpose

1. This document asks higher education institutions in the UK to provide data on the intake of medical and dental students in the 2012-13 and 2013-14 academic years.

Key points

2. This is an annual, UK-wide survey. HEFCE is conducting it on behalf of the Department of Health (DH), the Scottish Funding Council, the Higher Education Funding Council for Wales and the Department for Employment and Learning in Northern Ireland.
3. Data from this survey are used by HEFCE and DH as an early indicator of medical and dental intakes, to inform DH workforce planning and hence the joint consideration by DH and HEFCE of the need for changes to student intake targets. HEFCE will also be using the data to monitor the medical and dental intake targets and to inform funding allocations.
4. The census date for the 2013-14 intake data is 9 October 2013.
5. Higher education institutions with joint medical schools are expected to submit a single joint return (see Annex A). We also expect a joint return to be made by the Universities of Leeds and Bradford.
6. As part of the Government's commitment to transparency, HEFCE intends to publish these data.

Action required

7. Please return the completed workbook via the HEFCE secure data collection site no later than **noon on Friday 18 October 2013**. Guidance on using this facility will be sent directly to the named medical and dental survey contacts at institutions.

Changes and clarifications since MDS12

Outputs

8. From the 2013 Medical and dental students survey (MDS13) onwards, tables MD2 and DT2 which recorded the outputs of medical and dental students will no longer be collected.

Foundation 'year 0'

9. From MDS13 onwards, students on an integrated programme which includes a foundation 'year 0' should only be counted as an intake when they start year 1 of the first UK registrable medical or dental qualification. Please see paragraph 27 for more information.

Repeating intake year

10. We have clarified the guidance on repeating the intake year with regards to students re-sitting exams. Please see paragraph 28, and paragraphs 41 and 42 for examples.

Students who withdraw or suspend their studies

11. We have clarified the guidance on students withdrawing or suspending their studies. Please see paragraphs 32 and 37 and paragraphs 38, 39 and 40 for examples.

Sign-off procedures

12. From MDS13 onwards, institutions in England will need to have their MDS data signed off by the head of institution by **8 November 2013**. Please see paragraphs 20 and 21 for more information.

Survey details

Data preparation and submission

13. Contacts within the medical and dental schools will be able to access their institution's workbook via the HEFCE secure data collection site in September 2013. Information on how to use the secure data collection site will be sent to data contacts at the institutions in September. The workbook will be saved in Excel 2007 and is individually prepared for each institution.

14. The name of the workbook will be mds13____.xlsx, where the suffix identifies the institution. Please do not attempt to rename or reformat the workbook because our systems for loading institutions' returns depend on the file-naming convention and file formats.

15. All totals, labels and table formats will be protected using Excel's cell protection facilities. Do not attempt to change the contents of the protected cells or the structure of tables by adding or deleting any rows or columns. Only cells where data are required should be altered. If a password warning appears, this is due to a protected cell being selected or an attempt to 'paste' over a protected cell.

16. The Excel workbook contains the following four worksheets (see Annex B for examples):

- MD1 Medical students intake during the academic year 2012-13
- MD3 Medical students intake for the academic year 2013-14 as at 9 October 2013
- DT1 Dental students intake during the academic year 2012-13

- DT3 Dental students intake for the academic year 2013-14 as at 9 October 2013.

17. All worksheets in the original workbook should be returned even if they contain no data. You should keep a back-up copy of the tables that you return to HEFCE.

18. Completed workbooks must be uploaded to the HEFCE secure data collection site by **noon on Friday 18 October 2013**.

Data verification and sign-off

19. After the survey is successfully submitted to HEFCE's secure data site, institutions should check the data in the results package to ensure that they are consistent with what has been submitted and that the 'date loaded' field has the date of the latest upload. HEFCE will check the data for all institutions against previous years' returns, and for institutions in England against the intake targets set for the year. Any discrepancies will be queried with the institution (or, in the case of a joint submission, with the institution that has submitted the data), by 1 November 2013.

20. From MDS13 onwards HEFCE requires institutions in England to sign off their MDS data, as the survey informs funding allocations. By **8 November 2013**, all institutions in England must have signed off their MDS13 data as fit for purpose. Given its significance to institutions' funding, we require the head of institution to sign off the finalised MDS return. This requires them to have an understanding of our data collection requirements, so that they can ensure that the institution has systems capable of producing an accurate, complete return and that the preparer of the return has compiled it competently. If it is anticipated that the head of institution will be unavailable to sign off the data by the deadline, institutions should e-mail mds@hefce.ac.uk to agree interim arrangements. We will expect the head of institution to sign off the data on their return. If an institution fails to meet the deadline for signing off data, or we believe the data to be inaccurate, we reserve the right to use our own estimates of data to inform funding allocations (see paragraph 18 of 'Model Financial Memorandum between HEFCE and institutions', HEFCE 2010/19). We cannot guarantee that any amendments to data after 8 November 2013 will be taken into account.

21. The workbook in the results package will contain a verification sign off worksheet. This sheet is relevant only to institutions in England and can be ignored by those in Scotland, Wales and Northern Ireland. Once HEFCE has completed the data verification process, institutions in England will be asked to post to HEFCE, for receipt by 8 November 2013, the completed verification sheet signed by the head of institution.

22. We intend to recreate parts of these data from the Higher Education Statistics Agency (HESA) student record. Further information can be obtained from Sarah Azadian-Zobay (tel 0117 931 7207, e-mail mds@hefce.ac.uk).

Definitions and guidance

Coverage of tables (MD1, MD3, DT1 and DT3)

23. The intakes in all tables should be the headcount of students starting a first UK registrable medical or dental qualification (discounting those who already hold such a qualification). This will include students starting a 'graduate-entry course' (defined as one whose entry requirement is a first degree in a subject other than medicine or dentistry). Students who join a programme in the second or later year should also be included, unless they are transferring (see paragraph 36) or already hold a first UK registrable medical or dental qualification.

24. International students who are entering after the first year of a medical or dental programme and intend to complete their first UK registrable medical or dental qualification, resulting in full registration with the General Medical Council, are to be reported as intakes. For example, students from the International Medical University of Malaysia joining year 3 should be included.
25. All international students should be reported in the 2013 return. The procedure for reporting international students who meet full placement costs in future years is still under review, and will be subject to the decision taken by the Department of Health following its on-going appraisal of the situation.
26. Where a student is studying for a medical or dental specialism that requires dual qualification in both medicine and dentistry, such as oral and maxillofacial surgery, that student should only be reported for their first qualification. The intake on the second medical or dental programme and subsequent qualification should not be reported on this survey.
27. Students on courses preceding a course leading to a first UK registrable medical or dental qualification (such as foundation 'year 0' courses) should not be included in the reported intake figures, until they start year 1 of the first UK registrable medical or dental qualification. Where institutions have fully integrated programmes that include the equivalent of a 'year 0' foundation year as the first year of the programme, from MDS13 the student should be reported as an intake when they start year 1 of the first UK registrable medical or dental qualification rather than in 'year 0' as in previous surveys. For institutions in England, as the 'year 0' foundation students on integrated courses will not be part of the MDS intake control, students in 'year 0' will count against the wider institutional student number control unless they are exempt on the basis of their entry qualifications. Therefore institutions will need to manage that intake within their overall student number control.
28. Students who have not withdrawn but who for any reason are repeating the year in which they were reported as an intake on MDS12 (Column 1 of MD3 or DT3) should be reported again as an intake in Column 1 of MD3 or DT3 on MDS13, as well as an intake in Column 1 of MD1 or DT1 on MDS13. Please note that such students are counted against an institution's intake target in both years. If a student re-sits their exams early enough in the year of the programme to progress with their original entry cohort, then they are not a repeat intake and should not be reported again in Column 1 of MD3 or DT3 on MDS13. However, if a student re-sits their exams later in the year so that they are unable to progress with their original entry cohort (and would therefore be joining the following year's cohort), then they should be treated as an intake again in Column 1 of MD3 or DT3 on MDS13 (and in MD1 or DT1 as appropriate on MDS14).
29. Students who intend to take an intercalating non-medical or non-dental degree should be included as intakes when they first register with the institution where they intend to obtain a first UK registrable medical or dental qualification. This includes intakes to any six-year medical or dental programme that includes a non-medical or non-dental degree as part of the programme.
30. For MD3 and DT3, intakes should be reported as at **9 October 2013**. Additional intakes after 9 October 2013 but before the end of the academic year, who have not withdrawn before the end of the academic year, should be reported on the following year's (2014) survey in Column 1 of MD1 or DT1 on MDS14.

31. MD1 and DT1 intakes on MDS13 are an update of the MD3 and DT3 intakes collected on MDS12. Students who withdrew from the programme between 10 October 2012 and 31 July 2013 inclusive should be reported in Column 3 of MD1 or DT1, but not in Column 1 of MD1 or DT1 on MDS13. Students who withdraw after 31 July 2013 should be reported in Column 1 of MD1 or DT1 on MDS13.
32. Students should be treated as having withdrawn for the purposes of this survey when they cease studying towards a first UK registrable medical or dental qualification. A date recorded in the ENDDATE field on the HESA student record indicates that a student has withdrawn. If the student returns to their studies they should then be reported again as an intake in Column 1 of MD3 or DT3 on MDS13.
33. Students who transfer to a programme that is not a first UK registrable medical or dental qualification should be reported as having withdrawn even if their ENDDATE field is blank.
34. Students who transfer from a first UK registrable medical qualification to the equivalent dental qualification, or vice versa, should be reported as withdrawn on the first programme and as an intake on the second.
35. Medical or dental students transferring to a different institution in their first year should be reported as a withdrawal in Column 3 of MD1 or DT1 of MDS13 for the institution they transfer from and an intake in Column 1 of MD1 or DT1 of MDS13 for the programme they transfer to.
36. Students transferring between medical programmes after the first year should not be reported as intakes for the programme they transfer to, even when they change institutions. Similarly, students transferring between dental programmes after the first year should not be reported as intakes. However, students who transfer from a medical programme to a dental programme or vice versa, should be reported as an intake for the programme they transfer to.
37. Students who suspend their studies should only be reported as having withdrawn when they have a value in their ENDDATE field; otherwise they should be reported in the survey in Column 1 of MD1 or DT1 on MDS13.

Examples

Example 1 – Suspension of studies with return to programme: a. by census date b. after census date

38. A student started a first UK registrable medical programme on 3 October 2012 and was reported in Column 1 of MD3 on MDS12. They then suspended their studies, with no ENDDATE, and intended to return in October 2013 to retake the year. They should be reported in Column 1 of MD1 on MDS13 and not as withdrawn.
- a. If they return by the census date of 9 October 2013 they should also be reported on in Column 1 of MD3 on MDS13 and would be reported the following year in MD1 on MDS14.
 - b. If they return after the census date of 9 October 2013 they should not be reported in MDS13 MD3 but would still be reported the following year in MD1 on MDS14.

Example 2 – Suspension of studies followed by continuation alongside the original entry cohort

39. A student started a first UK registrable medical programme on 3 October 2012, then became ill from 16 December 2012 and subsequently suspended their studies. There is no ENDDATE on their HESA record. They then returned on 3 March 2013 and were able to catch up with their original entry cohort and complete the year. This student should be an intake in Column 1 of MD1 on MDS13.

Example 3 – Registration, withdrawal then re-registration

40. A student started a first UK registrable medical programme on 3 October 2012 but suspended studies on 4 January 2013. They notified the institution on 20 June 2013 that they do not intend to return and an ENDDATE was recorded in the 2012-13 HESA student record. As the student has withdrawn from the first UK registrable medical programme by 31 July 2013, they should be reported in Column 3 and not in Column 1 of MD1 on MDS13. If the student subsequently reversed this decision after the 31 July 2013 and chose to return they would be treated as an intake in a subsequent survey.

Example 4 – Re-sitting of exams followed by continuation alongside the original entry cohort

41. A student started a first UK registrable dental programme on 3 October 2012. They re-sit their first year exams in August 2013. They pass and are able to continue with their original entry cohort onto year 2 in September 2013, and therefore should be reported in Column 1 of DT1 on MDS13.

Example 5 – Re-sitting of exams followed by continuation alongside the following year's cohort

42. A student started a first UK registrable medical programme on 3 October 2012. They are unable to re-sit their exams in August 2013 and subsequently are unable to continue with the 2012-13 original entry cohort. They will re-sit their exams in July 2014 and continue with the 2013-14 cohort into their second year. This student would be reported in Column 1 of MD1 on MDS13 and in Column 1 of MD3 on MDS13 and in the following year should be reported in Column 1 of MD1 on MDS14.

Example 6 – Transfer to a programme that is not a first UK registrable medical or dental programme

43. A student started a first UK registrable medical programme on 3 October 2012 but transferred to a biosciences degree on 4 January 2013. As the student had withdrawn from the first UK registrable medical programme by 31 July 2013, they should be reported in Column 3 and not in Column 1 of MD1 on MDS13.

Example 7 – Transfer from a medical to a dental programme

44. A student started a first UK registrable medical programme on 3 October 2012 but on 4 January 2013 transferred to a first UK registrable dental qualification. As the student had withdrawn from the first UK registrable medical programme by 31 July 2013, they should be reported in Column 3 and not in Column 1 of MD1 on MDS13. However, as they started a first UK registrable dental qualification on 4 January 2013 they should be included as an intake in Column 1 of DT1 on MDS13.

Row and column descriptions

45. For all tables, student numbers should be reported by sex, fee eligibility and domicile.
46. Fee eligibility, as coded on the HESA student record, indicates for the purposes of this survey whether a student is eligible to pay home or other fees. Students charged home fees are coded 1 in the fee eligibility field (FEEELIG) and those charged other fees are coded 2.
47. Domicile columns refer to the country of the student's permanent or home address prior to entry to the programme. EU and overseas students are those **not** domiciled in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man. For English institutions, for the purposes of the caps of 7.5 per cent on overseas medical intake and 5 per cent on overseas dental intake, only intakes recorded as subject to 'other' fees in Column 1d will be counted.
48. Column 2 on all tables records students on a graduate-entry course. Students entered in this column should also be included in Columns 1a to 1d on each table as appropriate.
49. Column 3 on MD1 and DT1 records intakes who have withdrawn from the programme between 10 October 2012 and 31 July 2013 inclusive, by fee eligibility. Intakes who have withdrawn from the programme by 31 July 2013 should be reported in Column 3 of MD1 or DT1 on MDS13 and not included in Column 1 of MD1 or DT1 on MDS13.

Annex A Higher education institutions with joint medical schools

1. Listed below are higher education institutions with joint medical schools:
 - University of Brighton and University of Sussex
 - University of Hull and University of York.
2. We expect these institutions to submit a medical return this year. There should be a single joint return from each joint medical school.

Annex B Examples of tables

Headcount of Medical students

Intake during the academic year 2012-13
MD1

UKPRN:
HESAINST:

Please upload the survey by noon Friday 18 October 2013

Survey contact: Sarah Azadian-Zobay mds@hefce.ac.uk 0117 931 7207

Date Loaded:

Fee eligibility	1 Total intake of students not withdrawn from the programme		1a Domiciled in Great Britain		1b Domiciled in Northern Ireland		1c Domiciled in the Channel Islands & Isle of Man		1d Domiciled EU and overseas		2 Intake to 'graduate-entry' courses (included in Column 1)	3 Intake of students withdrawn from the programme (not in Column 1)
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women		
Home fees	0	0	0	0	0	0	0	0	0	0	0	0
Other fees	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Validation Passed

Headcount of Medical students

Intake for the academic year 2013-14 as at 9 October 2013
MD3

UKPRN:
HESAINST:

Please upload the survey by noon Friday 18 October 2013

Survey contact: Sarah Azadian-Zobay mds@hefce.ac.uk 0117 931 7207

Date Loaded:

Fee eligibility	1 Total intake of students not withdrawn from the programme		1a Domiciled in Great Britain		1b Domiciled in Northern Ireland		1c Domiciled in the Channel Islands & Isle of Man		1d Domiciled EU and overseas		2 Intake to 'graduate-entry' courses (included in Column 1)
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
Home fees	0	0	0	0	0	0	0	0	0	0	0
Other fees	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Validation Passed

Headcount of Dental students

Intake during the academic year 2012-13

DT1

Please upload the survey by noon Friday 18 October 2013

Survey contact: Sarah Azadian-Zobay mds@hefce.ac.uk 0117 931 7207

Date Loaded:

UKPRN:

HESAINST:

Fee eligibility	1 Total intake of students not withdrawn from the programme		1a Domiciled in Great Britain		1b Domiciled in Northern Ireland		1c Domiciled in the Channel Islands & Isle of Man		1d Domiciled EU and overseas		2 Intake to 'graduate-entry' courses (included in Column 1)	3 Intake of students withdrawn from the programme (not in Column 1)
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women		
Home fees	0	0	0	0	0	0	0	0	0	0	0	0
Other fees	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Validation Passed

Headcount of Dental students

Intake for the academic year 2013-14 as at 9 October 2013

DT3

Please upload the survey by noon Friday 18 October 2013

Survey contact: Sarah Azadian-Zobay mds@hefce.ac.uk 0117 931 7207

Date Loaded:

UKPRN:

HESAINST:

Fee eligibility	1 Total intake of students not withdrawn from the programme		1a Domiciled in Great Britain		1b Domiciled in Northern Ireland		1c Domiciled in the Channel Islands & Isle of Man		1d Domiciled EU and overseas		2 Intake to 'graduate-entry' courses (included in Column 1)
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
Home fees	0	0	0	0	0	0	0	0	0	0	0
Other fees	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Validation Passed