

## Annex A: Outline timetable for HESES14 return and process for the 2015-16 funding round

1. The provisional timetable for HESES14 is summarised below.

---

November 2014	Extranet keys issued to institutions (head of institution and HESES contacts).  HESES workbooks available to institutions via the extranet.
9 December 2014	12 noon deadline to return HESES data.
Mid-December 2014	Validation and credibility checks by HEFCE. HESES contacts asked to verify, and answer any questions about, the data. Contacts will have up to <b>five working days</b> to respond.  Institutions notified of provisional formulaic grant adjustments arising from recruitment against their student number control (SNC) allocation and medical and dental intake targets, and invited to submit appeals.
15 January 2015	Each institution's Accountable Officer must have signed off its HESES data as being correct as at 1 December 2014.  Deadline for submission of appeals against grant adjustments.
13 February 2015	Institutions notified of final grant adjustments arising from recruitment against the SNC allocation and medical and dental intake targets, including the outcome of appeals.
27 March 2015	Recurrent teaching grant: Institutions notified of allocations for 2015-16, adjusted allocations for 2014-15, and final allocations for 2013-14.
31 March 2015	Recurrent teaching grant: Publication for all institutions of allocations for 2015-16, adjusted allocations for 2014-15, and final allocations for 2013-14.
Late July 2015	Institutions receive their funding agreements for 2015-16.
31 July 2015	Deadline for institutions to request transfers of provision and other amendments which affect funding allocations.
Late October 2015	Recurrent teaching grant: Institutions notified of any amendments to allocations for 2015-16, adjusted allocations for 2014-15, and final allocations for 2013-14.

---

2. For the purposes of the HESES14 return, institutions must adhere to deadlines, particularly during the data verification process. Where an institution fails to return data on time, or the returned data are not credible, we may base the allocation of funds on our

## HESES14 Annex A: Outline timetable for HESES14 return and process for the 2015-16 funding round

own estimation of student activity. Institutions that do not submit credible data on time are more likely to be audited.

3. 2014-15 funding allocations informed by HESES14 will be recalculated in 2016 using the 2014-15 Higher Education Statistics Agency (HESA) student record.
4. If we find, either through reconciliations with HESA data or through any data audit, that erroneous data have resulted in institutions receiving incorrect funding or SNC allocations, we will adjust their allocations accordingly for all relevant years (subject to any appeals process and the availability of our funds).