

Annex D: Getting started – table, column and row descriptions

This annex describes the tables that must be completed in HEIFES14 and the columns and rows within them. It outlines the structure of the survey and indicates where guidance and definitions can be found in subsequent annexes.

We recommend reading this annex alongside the sample tables in Annex C.

Which students are counted in HEIFES?

1. This guidance defines a student population covered by the HEIFES return. Within that population, we need to ensure that activity for a given student on a given programme of study is counted once and once only. This activity is broken down into separate years of programme of study, and the HEIFES guidance defines whether such a year is countable in HEIFES14, or whether it is countable in the return for a different year. HEIFES14 therefore records counts of years of programme of study aiming for a recognised higher education (HE) qualification. Further information on recognised HE qualifications is available in [Annex G](#).
2. A programme of study may be split into one or more 'years of programme of study' (see [Annex H](#) paragraph 1). To be counted in HEIFES14 a year of programme of study must be generated by a student in the HEIFES14 population. Paragraph 3 of [Annex F](#) defines criteria that years of programme of study must meet to be included in the population. Paragraph 4 of [Annex F](#) also identifies particular cases that are excluded from the population.
3. Not all students in the HEIFES14 student population will generate a year of programme of study that is countable in HEIFES14. Paragraph 5 of [Annex H](#) provides additional criteria that a year of programme of study must meet to be counted in the HEIFES14 population, relating to the need to charge a tuition fee, the minimum amount of activity and the requirement that the student is not writing up a thesis (or similar) for the whole year of programme of study. Some years of programme of study may be generated by students who are in the HEIFES14 population and meet the criteria in paragraph 5 of [Annex H](#), but may instead have been counted in a previous HEIFES survey rather than HEIFES14. See paragraphs 9 to 48 of [Annex H](#) for guidance on how to count years of programme of study.

Things to note

4. Care should be taken if the college is involved in a collaborative arrangement with another institution to ensure years of programme of study are not being counted twice (collaborative arrangements, excluding those solely for validation, are treated as franchises for HEIFES purposes). See paragraphs 8 to 17 of [Annex F](#) for guidance on returning franchised activity in HEIFES.
5. [Annex H](#) paragraph 3 contains guidance on how to treat students who are studying towards two or more independent recognised HE qualifications at the same time.

6. Annex H paragraphs 40 to 48 explain whether, and if so how, to return the following kinds of summer school in HEIFES:

- summer schools for potential HE students
- access provision
- within-course periods of study in vacation time
- foundation degree bridging courses.

Table and column descriptions

7. All numbers returned in all tables should be counts of years of programme of study **apart from** where full-time equivalents (FTEs) are required in Columns 4a and 5a in Table 3.

8. The HEIFES14 workbook contains six tables for completion by colleges that we are funding for 2014-15, which this annex describes in detail:

Name of worksheet	HEIFES14 tables
FTS	Table 1: Full-time counts of years of programme of study
OUT	Table 2: Sandwich year-out counts of years of programme of study
PT	Table 3: Part-time counts of years of programme of study and FTE
YA	Table 4: Home and European Union (EU) undergraduate years abroad
HEC	Table 5: Further student breakdowns for planning purposes
SNC	Table 6: Counts of years of programme of study monitored for student number control purposes

Tables 1, 2 and 3: Student counts and FTE

9. Tables 1, 2 and 3 correspond to the three modes of study (full-time, sandwich year-out and part-time respectively) defined in Annex M. These tables are mutually exclusive, and taken together should sum to the total years of programme of study countable for the academic year.

Things to note

10. Occasionally a student's mode of study changes, either between years or mid-year. See paragraphs 9 to 11 of Annex M for guidance on how to return such years of programme of study.

11. For the purposes of meeting the attendance definition for a full-time course, full-time study can include learning in the workplace, where this is a course requirement. Paragraphs 12 to 15 of Annex M provide guidance on this.

What should be included in each column in Tables 1, 2 and 3?

Columns 1 and 2

12. Column 1: Number of years of programme of study countable between 1 August 2014 and 1 November 2014 inclusive. If the student has withdrawn from their year of programme of study on or before 1 November 2014, their year of programme of study should not be returned.

13. Column 2: Number of years of programme of study expected to become countable between 2 November 2014 and 31 July 2015 inclusive. Colleges should make sure that estimates included in this column are made on a reasonable basis, and that supporting evidence for the assumptions is kept for audit purposes. Column 2 should include those years of programme of study (including non-standard years) expected to start after 1 November 2014. Guidance on when years of programme of study become countable is given in [Annex H](#).

14. Columns 1 and 2 are mutually exclusive. Whether a year of programme of study should be recorded in Column 1 or 2 depends on when it becomes countable and this in turn depends on the start date for the student's first year of programme of study. The flow chart in Figure H1 of [Annex H](#) will help determine whether a year of programme of study should be returned in HEIFES14 Tables 1 to 5, and whether it should be returned in Column 1 or 2 of Tables 1 to 3.

Column 3 (students who will not complete their year of programme of study)

15. Column 3: Number of years of programme of study included in Columns 1 and 2 who will not complete their year of programme of study. Students who intermit or are known to have non-completed on or before 1 November 2014, but who have not withdrawn by that date, should still be included in Column 1 and in Column 3 as appropriate. Numbers of non-completions should be entered as negative values in the workbook. Colleges should ensure that these estimates are supported by historical data.

16. The main volume measure in our teaching funding methods relates to students who complete their year of programme of study. This is because we want to emphasise the importance of this, and to encourage institutions to support students in completing their study intentions for the year, for which they will have paid a tuition fee. [Annex I](#) provides the definition of completion and non-completion.

Columns 4 and 4a (estimated countable years and FTEs)

17. Column 4: Estimated completed years of programme of study. This is the sum of the first three columns; the addition will be carried out automatically in the workbook. This is an estimate of the number of students whose activity is countable in the academic year and who will complete the year of programme of study.

18. Column 4a (Table 3 only): Estimated FTE for the academic year. This is the sum of the FTE for the whole year of programme of study for the students returned in Column 4 and not the numbers in Column 1. [Annex J](#) gives further guidance on determining FTE for part-time programmes of study.

19. The HEFCE-fundable data in Column 4 of Tables 1 and 2 and Column 4a of Table 3 are used in our teaching funding calculations. They will primarily be used to calculate the adjusted allocations for 2014-15 and allocations for 2015-16.

Things to note

20. Care should be taken when determining the FTE of a student who has changed their mode of study mid-year, or who is exempt from part of a course due to, for example, accredited prior learning. See paragraphs 4 and 7 of [Annex J](#).

Columns 5 and 5a (employer co-funded students)

21. Column 5: This is a subset of the non-fundable years of programme of study recorded in Column 4, and relates only to students who are employer co-funded. These are students who are aiming for the same qualification at the same institution on programmes of study that prior to 2012-13 were reported as employer co-funded. Any students who are non-fundable for any reason other than their being on an employer co-funded course should not be included in Column 5 unless the only other reason they are non-fundable is that they are aiming for an equivalent or lower qualification (ELQ) (see [Annex K](#)),

22. Column 5a (Table 3 only): Estimated total FTE for the completed years of programme of study returned in Column 5. Column 5a is a subset of the non-fundable estimated FTE recorded in Column 4a.

23. Column 5 of Tables 1 and 2 and Column 5a of Table 3 will be used primarily to calculate the adjusted allocation for 2014-15 for employer co-funded old-regime years of programme of study.

Good practice

Forecast of countable years (Column 2)

24. Where forecast Column 2 figures are included in the return, they should be compared with the outturn, and reasons established for any differences. This information should be used to inform the following year's forecast.

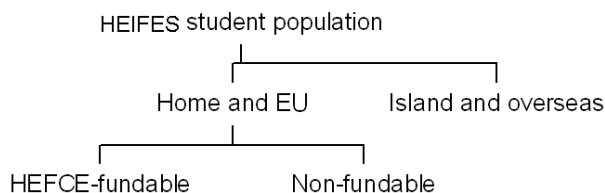
25. It is important that the compiler of the return is informed of all courses that are coming online during the year, so they can determine whether these forecasts need to be included in the return.

FTEs in Column 4a of the part-time table, Table 3

26. The FTEs returned in Column 4a should relate to the part-time numbers included in Column 4 (estimated total completions for the year), and not the numbers in Column 1 (years of programme of study countable between 1 August and 1 November inclusive).

Fundability status

27. There are three fundability statuses collected in HEIFES: HEFCE-fundable, non-fundable, and Island and overseas. Students in the HEIFES population are disaggregated as follows:



28. Annex K paragraphs 1 to 6 explain how to distinguish between Home and EU students and Island and overseas students.

29. Annex K paragraphs 7 and 8 explain how to determine which Home and EU students are HEFCE-fundable, and which are non-fundable. Home and EU students aiming for an ELQ are classed as non-fundable (unless they are exempt from this policy). Paragraphs 10 to 38 of Annex K contain guidance on assessing a student's ELQ status and the exemptions that apply for our funding purposes.

Old-regime and new-regime

30. In Columns 1 to 4 of Tables 1 to 3, HEFCE-fundable years of programme of study are disaggregated between old-regime and new-regime. Annex Q explains how to determine which are old-regime and which are new-regime.

Things to note

31. For old-regime students funded by another EU public source, years of programme of study will typically need to be reported as non-fundable, depending in part on whether the level of contribution from that other source is at the HEFCE standard rate or higher. Annex K paragraphs 39 to 46 contain examples of how to determine the number of old-regime students supported from other EU public funds (and therefore to be reported as non-fundable), where the available money is not enough to cover the HEFCE standard rate for all relevant students. There is an Excel template on the HEFCE web-site at www.hefce.ac.uk/data/datacollection/heifes/ under 'Frequently asked questions' that will calculate the number of students who are non-fundable in individual cases.

32. The guidance in paragraph 31 does not apply to new-regime years of programme of study. These years of programme of study will be HEFCE-fundable unless they are non-fundable by virtue of sub-paragraphs 9d, 9e, 9f, 9g or 9j of Annex K.

Price groups

33. These reflect the broad relative costs of provision in different subject areas (price group A applies to higher education institutions only). The price group under which a student is returned depends on the Learn Direct Classification System codes of the course they are on. See Annex L for further information.

Things to note

34. Annex L contains particular guidance on how to treat sandwich years-out and education, when assigning activity in these areas to price groups.

Long years of programme of study

35. Years of programme of study are classified as either standard length or long. Whether full-time years of programme of study are treated as long depends on the number of weeks' study in the year; for part-time years of programme of study, it depends on the length of each year for an equivalent full-time course. Annex O paragraphs 1 to 3 define 'long' for full-time courses, and Annex O paragraph 7 defines 'long' for part-time courses.

Things to note

36. Periods of work-based study should not be taken into account when determining whether a year of programme of study is long – see paragraphs 3 and 4 of Annex O.

Level

37. Annex N describes how to determine whether a student should be classed as an undergraduate or postgraduate student.

Things to note

38. Postgraduate students who are subject to regulated undergraduate fees are recorded separately within Tables 1 to 3 – see paragraph 6 of Annex N.

Table 4: Home and EU undergraduate years abroad

39. The data returned in Table 4 are a subset of the Home and EU undergraduate years of programme of study included within Columns 1 and 2 of Tables 1 and 2: those undergraduates taking a year abroad in 2014-15 as part of their year of programme of study. The data collected are disaggregated in terms of whether or not the year abroad incorporates at least one period of study or work placement in 2014-15 where the student is participating in the EU Erasmus+ programme.

40. Further information on the definition of a year abroad and how to record years of programme of study for them in the appropriate fee level category, can be found in Annex P.

What should be included in each column in Table 4?

41. Column 1: Countable years of programme of study between 1 August 2014 and 1 November 2014 inclusive. The column is broken down by mode of study and fundability status.

42. Column 2: Forecast of countable years of programme of study between 2 November 2014 and 31 July 2015 inclusive. The column is broken down by mode of study and fundability status.

Mode of study

43. The full-time, sandwich year-out and part-time column headings are consistent with those in Tables 1 and 2 and are defined in Annex M.

Fundability status

44. Annex K contains guidance on how to determine fundability status. Island and overseas years of programme of study are not included in Table 4.

Type of year abroad (whether or not under the Erasmus+ programme)

45. Guidance on how to record years of programme of study in the appropriate category can be found in Annex P.

46. Data returned in Table 4 will be used to determine allocations to support colleges' participation in Erasmus+ and other higher education student mobility programmes for 2015-16.

Table 5: Further student breakdowns for planning purposes

47. Table 5 contains the number of years of programme of study for all modes, split between UK-domiciled students, others entitled to pay Home and EU fees, and Island and overseas students. UK-domiciled students are defined in paragraph 5 of Annex K.

48. The levels of qualification are grouped differently in this table compared to the other tables. Those on foundation degree bridging courses should be included in 'Other UG degree'. Sub-degree qualifications exclude Higher National Diplomas (HNDs) and include Higher National Certificates (HNCs), Diplomas of Higher Education (DipHEs), Certificates in Education (CertEds) and Level 5 Diplomas in Education and Training.

49. The full-time, sandwich year-out and part-time column headings are consistent with those in Tables 1, 2 and 3. These modes of study are defined in Annex M, but full-time and sandwich year-out are aggregated in Table 5.

What should be included in each column in Table 5?

50. Column 1: Years of programme of study countable between 1 August 2014 and 31 July 2015 inclusive. These data are split by mode, then between UK-domiciled students, others entitled to pay Home and EU fees, and Island and overseas students. In total, these data are the same as the total data returned in Columns 1 and 2 of Tables 1, 2 and 3. The sum of 'UK-domiciled' and 'Other Home and EU' should give the totals of all Home and EU students returned in Columns 1 and 2 of Tables 1, 2 and 3. Similarly the totals for 'Island and overseas' should match.

51. Column 2: New entrants included in Column 1 of this table, defined as the first countable year for the programme of study (paragraph 17 of Annex H contains further guidance on identifying new entrants). These data are split by mode, then between UK-domiciled students, others entitled to pay Home and EU fees, and Island and overseas students.

52. Column 3: Countable years franchised out included in Column 1 of this table, broken down by the type of institution involved. Where the student is partially franchised out the countable years of programme of study, and not the proportion of the year of study franchised, should be returned. 'Other institution' applies to provision that is franchised out to an organisation that is not a higher education institution or further education college supported from public funds.

53. When determining whether a student is franchised out, the franchise arrangement for the year of programme of study and not the whole course should be used. For example, a student on a two-year course that is franchised out only for the whole of the first year would be returned as wholly franchised out in the first year, and not included in the franchised-out column in the second year.

54. See [Annex F](#), paragraphs 8 to 17, for more guidance on collaborative arrangements treated as franchises for HEIFES purposes.

55. Table 5 data are collected for planning and monitoring purposes, including those of the Department for Business, Innovation and Skills and the Home Office.

Table 6: Counts of years of programme of study monitored for student number control purposes

56. Table 6 collects information to monitor the student number control for 2014-15 and applies largely to full-time years of programme of study (as defined in [Annex M](#)), plus, depending on circumstances, others who switch mode to or from full-time during the year of programme of study. For the purposes of defining the coverage of Table 6, part-time students in receipt of full-time student support (as defined in [Annex M](#), paragraphs 7 and 8) should be treated as if they were full-time. Paragraphs 20 to 38 of [Annex H](#) contain guidance on how to count years of programme of study in Table 6, including the definition of the population to be included in the table and the categories within it.

57. Table 6 should contain all years of programme of study that count against the 2014-15 student number control allocation plus others that do not count because they are covered by an exemption (for example, for students with ABB+ equivalent entry qualifications). Notwithstanding the exemption policy we need to monitor this broader population at the sector level. All such years of programme of study where the student has actively studied for two weeks or more should be included. This may require minor adjustments for estimates of the following:

- those who are subsequently found to have withdrawn within two weeks
- those who are subsequently found to have withdrawn before 1 November 2014.

58. The information collected in this table is for a subset of the years of programmes of study in the HEIFES14 population (as defined in [Annex F](#)). The subset collected on Table 6 differs from that collected on Tables 1 to 5. The criteria for including students in Table 6 are given in paragraph 20-38 of [Annex H](#). Depending on the college concerned, some or all will count against the student number control allocation that we have set for 2014-15.

What should be included in each column in Table 6?

59. Column 1: Number of years of programme of study that commenced between 1 August 2014 and 1 November 2014 inclusive, except for those where the student withdrew from the programme of study within two weeks. This column is further disaggregated between the following categories.

a. Column 1(a): Estimated years of programme of study where the student is known to have withdrawn on or before 1 November 2014 (after being active for two weeks of study or more).

b. Column 1(b): Estimated years of programme of study where the student was still active on 1 November 2014. The number reported should be reduced to take account of students who, although thought to be active on 1 November 2014, are subsequently found to have withdrawn within two weeks of starting the year of programme of study.

60. Column 2: Number of years of programme of study that are forecast to commence after 1 November 2014 and before 1 August 2015. These should be adjusted to exclude the forecast numbers of students who will withdraw from the programme of study within two weeks of starting.

61. Data returned in Table 6 will be used to monitor the student number control allocation for 2014-15.

62. Column 3: This is calculated automatically in the workbook as the sum of Columns 1(a), 1(b) and 2.

Things to note

63. Years of programme of study are counted in Table 6 in a slightly different way from the other tables. Treatment differs between Table 6 and the other tables where students withdraw from their year of programme of study in the 2014-15 academic year or change mode of study during the year. Guidance on this is provided in paragraphs 25 and 36 of Annex H.

64. Not all years of programme of study counted in Table 6 will be for 'entrants' to the college (as defined in Annex H paragraph 17). This may be the case when, for example, students have previously studied part-time, or on programmes of study that were not fundable by HEFCE. Paragraphs 35 to 39 of Annex H provide guidance on this.

Exempt population

65. 'Exempt population' applies to those who fall within the categories included on the 'exemptions list' for 2014-15, available at www.hefce.ac.uk/data/year/2013/sncexempt1415. These exemptions vary for certain specialist colleges in the performing and creative arts – see paragraph 28 of Annex H.

Level

66. 'UG' should contain undergraduates as defined in Annex N. 'PG ITT' should contain students starting on a postgraduate initial teacher training qualification such as a Postgraduate or Professional Graduate Certificate in Education (PGCE) or a Postgraduate Diploma in Education.