

## **Annex Q Identification of old-regime and new-regime students in Table 7**

1. In all cases, when determining whether a student is to be recorded in HESES Table 7 as subject to the old regime or the new regime, institutions should follow the guidance in HESES, rather than the Education (Student Support) Regulations 2011 (statutory instrument 2011 No. 1986). Flowcharts to help institutions determine the fee and funding regime that applies for HESES purposes are provided at paragraph 20. This guidance in HESES is solely for HEFCE data reporting and funding purposes. Institutions should seek guidance from Student Finance England on the application of the student support and fee regulations in relation to what fees may be charged and fee loans provided for eligible students on designated courses.

### **Definitions**

2. Any student who is to be charged regulated fees for a year of instance under the fees regime that is being introduced from September 2012 must be recorded as a new-regime student on Table 7 for that year of instance. In this context, a part-time student is treated as being charged regulated fees under the fees regime that is being introduced from September 2012 if they are eligible to apply for a tuition fee loan under the Education (Student Support) Regulations 2011 (SI 2011 No. 1986).

3. A year of instance should be recorded as coming under the old regime if the student:

- is not being charged regulated fees for the year of instance under the fees regime being introduced from September 2012, and
- is:
  - ‘continuing’ or
  - on an ‘end-on course’, where the previous/original course (to which the current course is an end-on course) commenced before 1 September 2012, or
  - ‘transferring’.

4. For the purpose solely of determining whether a student is continuing, transferring or on an end-on course, where there is a requirement for the student’s mode of study not to change, students should be treated as if they were studying full-time if they are:

- a. On a sandwich year-out.
- b. Repeating part of their full-time course on a part-time basis at the same institution and retain their previous entitlement to full-time student support.
- c. On the final year of a full-time course that is completed in less than 24 weeks, so that their mode of study in HESES changes from full-time to part-time.

5. A year of instance should be recorded as coming under the new regime if:

- the student is being charged regulated fees for the year of instance under the fees regime that is being introduced from September 2012, or
  - the year of instance does not meet the definition for coming under the old regime.
6. Students should not be recorded as old-regime students just because they are not eligible for student support and regulated fees (for example, because they are postgraduate, aiming for an ELQ, or on a part-time undergraduate course studying at less than 0.25 FTE).

### **Continuing**

7. For HEFCE funding purposes, continuing means that without any breaks, save for normal vacations and as allowed for under the rules on intermissions below, the student is aiming for the same qualification aim in the same subject and mode of study as they were before 1 September 2012. A student whose sole aim in 2011-12 is for institutional credit, rather than a qualification, will not normally be treated as continuing in 2012-13, even if they pursue further HE-level study in the same subject in that year. Further guidance on the treatment of credit for these purposes is available on the HEFCE website at [www.hefce.ac.uk/learning/datacoll/heses/](http://www.hefce.ac.uk/learning/datacoll/heses/).
8. For the purposes of HESES only, where a student intermits before resuming study on or after 1 September 2012 they may be treated as continuing only if one of the following three circumstances applies:
- a. The intermission is for no more than 12 months plus any normal vacation periods.
  - b. The intermission does not exceed 24 months plus any normal vacation period, where:
    - the student is studying on a course leading on successful completion towards registration with the Architects Registration Board, and
    - the intermission is between Part 1 and Part 2 (where both parts are pursued in the same mode of study, but may be taken at the same or different institutions), and
    - the period of professional experience required at the end of Part 1 is not being taken as a sandwich year-out.
  - c. They are taking an undergraduate clinical degree, and take an intercalated year to complete a first degree part way through their study towards their first registrable degree in medicine, dentistry or veterinary science.
9. Where the student intermits for no more than 12 months plus any normal vacation period, but the student returns to study for a different qualification aim or in a different subject, the student is not continuing, but they may be treated as 'transferring' subject to meeting the conditions for transferring in paragraph 16.

10. The guidance above on when students can be treated as continuing under the old fee and funding regime is solely for the purpose of completing data returns used for HEFCE funding. Where institutions have questions for their own fee charging policies about the application of the student support and fee regulations, they should seek advice from Student Finance England.

#### **End-on course**

11. An 'end-on course' means a first degree with honours taken (disregarding any normal intervening vacation) immediately after successful completion of one of the following qualifications:

- Higher National Certificate (HNC)
- Certificate of Higher Education (CertHE)
- Higher National Diploma (HND)
- Diploma of Higher Education (DipHE)
- foundation degree
- first degree without honours

and where the two courses are studied in the same mode of study (that is, either both are full-time or both are part-time). In most cases, the successful completion of the lower level qualification counts towards the first degree with honours.

12. In this context, successful completion means that the student has achieved in assessment the academic standards necessary to be awarded the qualification. There is no requirement for an end-on course to be studied at the same institution as the previous course. End-on courses do not include any other combinations of courses, such as where students with an HNC top up to an HND, or where postgraduate taught students progress from a postgraduate certificate to a postgraduate diploma and then to a masters qualification.

#### **Example 1**

13. A student studies full-time at a further education college towards an HNC during the 2011-12 academic year. Upon successful completion of the HNC, they progress at the college to a full-time HND starting in September 2012. Following successful completion of the HND, the student progresses to a full-time first degree with honours at a higher education institution in the 2013-14 academic year. In this case, the HND cannot be treated as an end-on course to the HNC and therefore the student would be treated as subject to the new regime in 2012-13 and each subsequent year.

#### **Example 2**

14. A student studies full-time at a further education college towards an HND during the 2011-12 and 2012-13 academic years. Following successful completion of the HND, the student progresses to a full-time first degree with honours at a higher education institution in the 2013-14 academic year. The student is a continuing student in

2012-13, because they are following the same qualification aim in the same subject and mode of study as they were before 1 September 2012 and there has been no intermission of more than 12 months plus any normal vacation period. As the student progresses to the full-time first degree with honours in 2013-14, they are treated as being on an end-on course, because the original HND commenced before 1 September 2012 and mode of study has not changed. The student would therefore be treated for HEFCE funding purposes as subject to the old regime throughout their study towards the HND and first degree with honours. The change of institution in 2013-14 is not relevant to their fee and funding regime status.

### **Example 3**

15. A student studies full-time over two years for a foundation degree, achieving the qualification at the end of the 2010-11 academic year. They do not study during 2011-12, but decide to top-up full-time to a first degree with honours in the 2012-13 academic year, with the top-up commencing after 1 September 2012. Because the top-up to the first degree with honours has not followed immediately (disregarding any normal intervening vacation) after successful completion of the foundation degree, it cannot be treated as an end-on course. The year of instance should therefore be recorded as coming under the new regime.

### **Transferring**

16. For HEFCE funding purposes, 'transferring' means that, on the recommendation of the academic authority, a student ceases one course before its completion and starts another in the same mode of study (that is, either both the discontinued course and the new course are full-time and sandwich, or both are part-time) and at the same level (either both undergraduate or both postgraduate). In order to be treated as transferring, the course from which the student is transferring needs to have started before 1 September 2012. The course to which the student transfers need not be in the same subject, have the same qualification aim or be at the same institution as the discontinued course, but both the discontinuation of the previous course and the commencement of the new course must be on the recommendation of the same academic authority.

17. Unlike with an end-on course, it is possible for a transfer to include a break in study (beyond normal vacation periods) between ceasing the uncompleted course and commencing the new one. However, for HESES purposes, this break in study should not exceed 12 months plus any normal vacation period.

### **Example 4**

18. A full-time student commences study in 2011-12 for a HND in engineering, but on the recommendation of the academic authority changes to study full-time from 2012-13 for a BSc in mathematics instead. The student would be treated as having transferred.

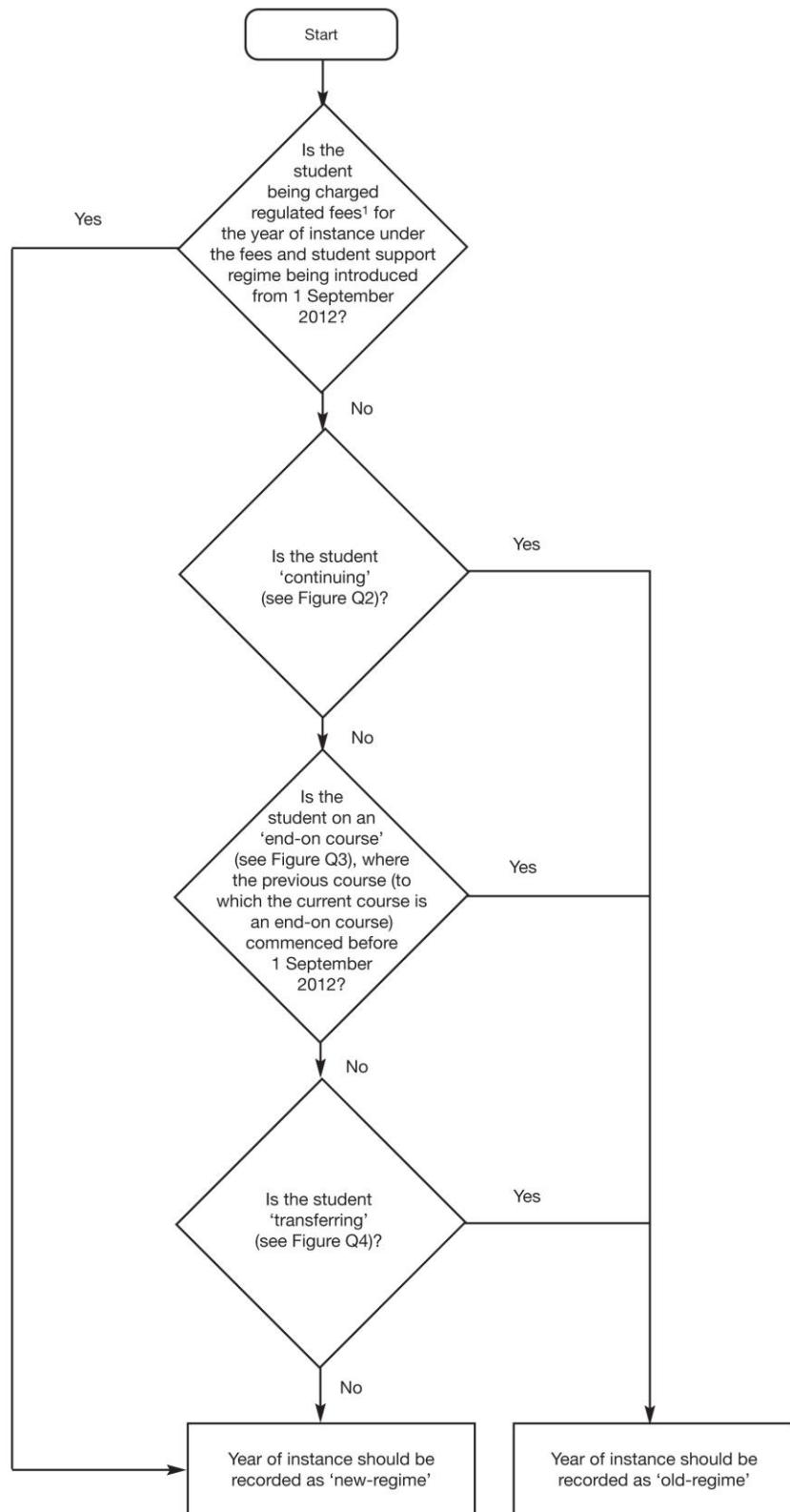
**Example 5**

19. A full-time student commences study for a BA in French in 2011-12, but decides (for whatever reason) that they no longer wish to continue the course and so they withdraw. They subsequently decide to commence study for a BA in history from 2012-13. Because withdrawal from the French degree and commencement of the history degree were not the consequence of a recommendation by the academic authority, the student is not treated as a transfer.

**Flowcharts**

20. The flowcharts at Figures Q1 to Q4 are intended to help institutions determine whether a year of instance should be reported as subject to the old regime or the new regime, including whether the student is 'continuing', 'transferring' or on an 'end-on course'.

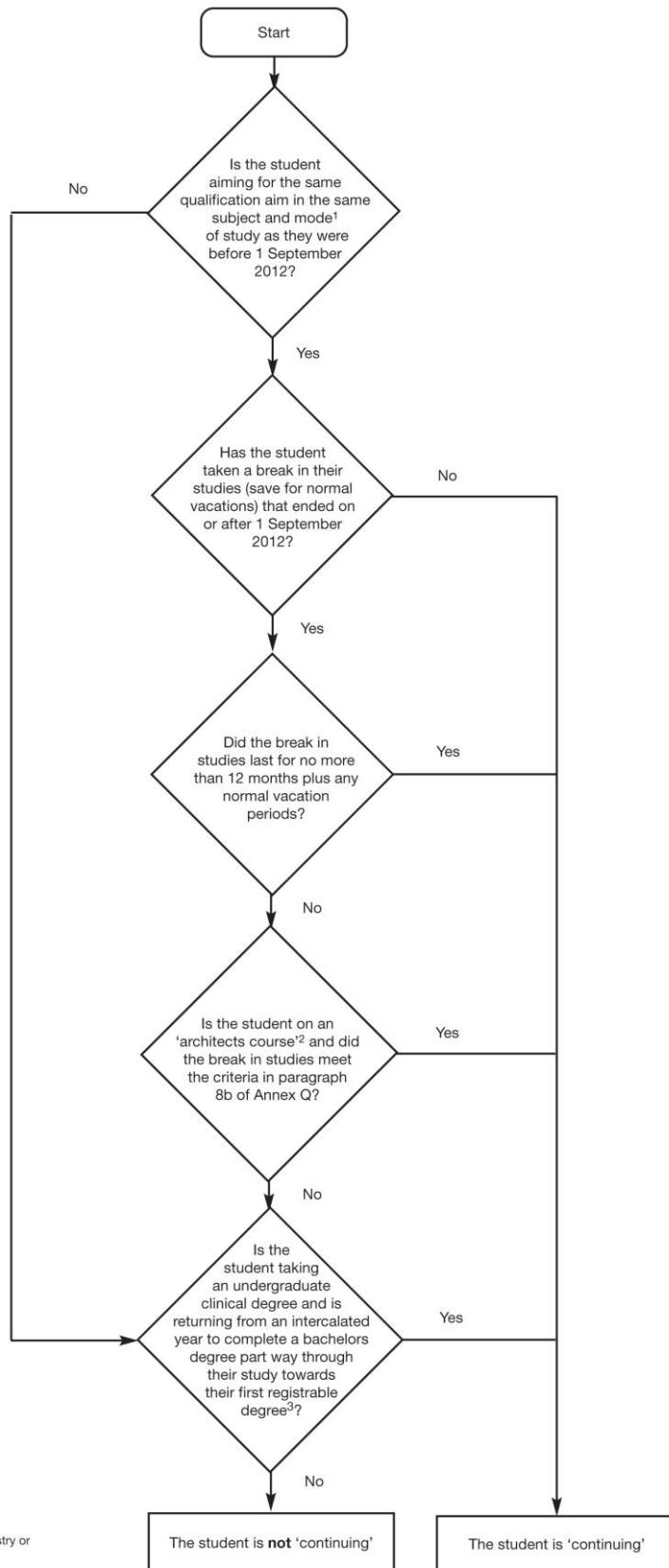
**Figure Q1 Flow chart for establishing a student's fee and funding regime type (according to HESES definitions)**



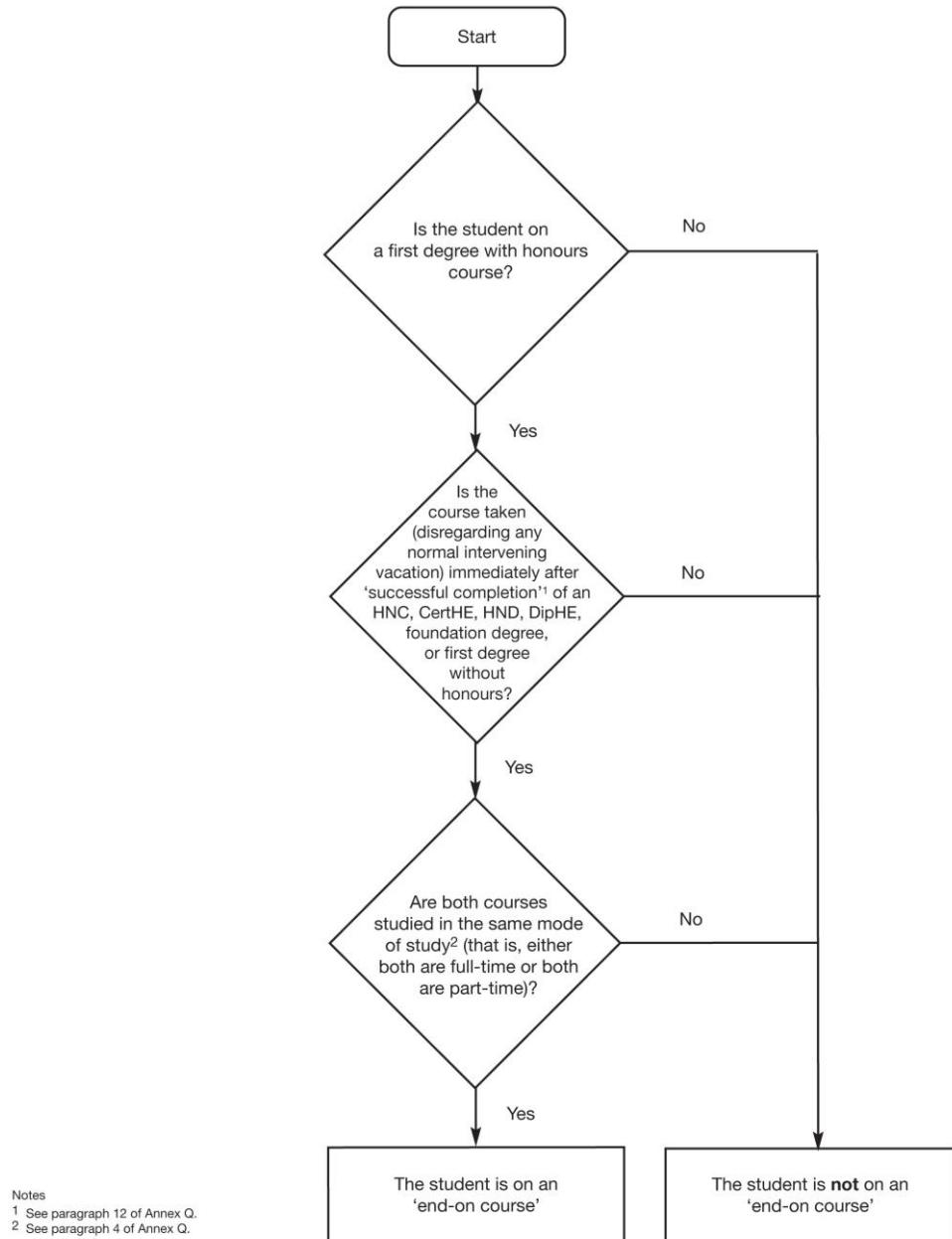
Note

<sup>1</sup> See paragraph 4 of Annex Q.

**Figure Q2 Flow chart for establishing whether a student is ‘continuing’ (according to HESES definitions for establishing fee and funding regime type)**



**Figure Q3 Flow chart for establishing whether a student is on an ‘end-on source’ (according to HESES definitions for establishing fee and funding regime type)**



**Figure Q4 Flow chart for establishing whether a student is ‘transferring’ (according to HESES definitions for establishing fee and funding regime type)**

