

## **Annex N**

### **Links between HESA and HESES data**

1. It is not possible to derive all HESES data directly from the HESA student record. The mapping from the HESA record to HESES can be found in HEFCE 01/09 'HESA 1999-2000 derived statistics for funding allocations and monitoring', Annex A 'Technical supplement'. The mapping in HEFCE 01/09 is the most recent used for the HESA-HESES comparison and details the methods that will be adopted when comparing HESES data with those supplied to HESA. Updates to the mapping for 2001-02 are described in paragraphs 5 to 25 below. If we discover large discrepancies in the comparison between the two records, and institutions are unable to explain these differences, we may make retrospective adjustments to funding.
2. For students taught as part of a HEFCE-recognised funding consortium as defined in Annex B, we will source information for those students enrolled at FECs from the LSC ISR. This currently applies to only six universities.
3. There may be subsequent further improvements to the mapping. However, we expect any changes to be minimal.

### **Updates to the mapping between HESA and HESES since HEFCE 01/09**

4. In all cases below, institutions should refer to HEFCE 01/09, Annex A, if a variable has not specifically been defined.
5. All appropriate date references will be rolled forward two years. For example, 'Not active in the academic year' (derived field HESEXCL = 1) will be defined as COMDATE > 31 July 2002 or DATELEFT < 1 August 2001.

### Linking programmes of study between years

6. Linking between years will be expanded to include the four academic years 1998-99 to 2001-02.
7. Using the HUSID, INSTID, NUMHUS (HIN) triplet, we will in certain cases link HESA data between 1998-99, 1999-2000, 2000-01 and 2001-02 where we believe this will improve approximations arising from discrepancies between the two data sources. A link will be attempted for the following groups of students:
  - a. Students who are writing up a thesis or dissertation.
  - b. Programmes of study generating two countable years in the final academic year.
  - c. Non-standard academic year programmes of study of less than four years in duration in the final academic year where the FTE for each year of programme of study is split over two HESA returns.
  - d. Programmes of study that include an integrated foundation year.

#### Derived field HESMODE

8. This field allocates students to mode of study; the table below shows a change to the identification of sandwich year-out students.

<b>Value</b>	<b>Description</b>	<b>Definition</b>
FTS	Full-time and sandwich	MODE = 01, 52, 53 or (MODE = 23, 24 and FEEBAND ≠ 02, 42 and LOCSY ≠ 4)
SWOUT	Sandwich year-out	MODE = 23, 24 and FEEBAND = 02, 42 and LOCSY = 2, 3, 4, 8
PT	Part-time	Students not meeting the criteria above

#### Derived field HESFEELV

9. This field contains the level of tuition fee charged to the student; the table below shows how the level of tuition fee charged will be identified for the comparison with HESES01.

<b>Value</b>	<b>Description</b>	<b>Definition</b>
1075	Undergraduate full fee	FEEBAND = 01
530	Undergraduate half fee	FEEBAND = 02
0	SOCRATES/ERASMUS students	FEEBAND = 99 and LOCSY = 5
NHS	NHS bursaried courses	MSTUFEE = 31, 81 and XSBJA01 = B1-B9
NONREG	Other fee charged or no fee level	Any not included above

#### Derived field FOU\_LINK

10. FOU\_LINK is a new derived field which will indicate whether the programme of study included a foundation year at HE level (year 0).

11. This field will indicate whether linking between years has identified that the programme of study contained an integrated foundation year at HE level (year 0)

<b>Value</b>	<b>Description</b>	<b>Definition</b>
1	Programme of study contains an integrated foundation year	<u>1998-99, 1999-2000, 2000-01 or 2001-02 HESA data</u> YEARPRG = 0
0	Otherwise	Any not included above

#### Derived field YEARONE

12. This field indicates whether a student is a new entrant as defined in HESES01. The table below shows the inclusion of integrated foundation years at HE level (year 0) as new entrants.

<b>Value</b>	<b>Description</b>	<b>Definition</b>
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1	New entrant	(FTE_TYPE = 1, 3 and ((YEARPRG = 1 and FOU_LINK = 0) or (YEARPRG = 0 and FOU_LINK = 1))) or (FTE_TYPE = 2, 4, and TYPEYR = 1 and ((YEARPRG = 1 and FOU_LINK = 0) or (YEARPRG = 0 and FOU_LINK = 1))) or (FTE_TYPE = 2, 4, and TYPEYR = 2, 4, 5 and ((YEARPRG = 2 and FOU_LINK = 0) or (YEARPRG = 1 and FOU_LINK = 1)))
0	Otherwise	Any not included above

13. For students on a course for which a year of programme is not a recognised concept, that is, YEARPRG = 99, we will calculate an indicative YEARPRG as one plus the number of elapsed years between COMDATE and 31 July 2002 for use in the above calculations.

#### Derived field FTE\_LINK

14. For the HESES01 recreation there will be an expansion of linking between years to improve the estimate of load for non-standard academic years of programme of study using the split FTE method for returning load.

15. FTE\_LINK indicates whether a link has been made to improve our estimate of FTE. The link will only be attempted for non-standard academic years of programme of study started during the 1998-99, 1999-2000 or 2000-01 academic year and completed during 2001-02 using the split FTE method of returning STULOAD. An expanded version of the table found in paragraph 40 of Annex A of 01/09 is shown below.

Value	Description	Definition	
1998	1998-99 STULOAD used to calculate HESESFTE	<u>1998-99 HESA data</u> FTE_TYPE = 2 and TYPEYR = 2, 3	<u>2001-02 HESA data</u> FTE_TYPE = 2 and DATELEFT < 1 August 2002 and COMDATE > 31 July 1998 and COMDATE < 1 August 1999 and (TYPEYR = 2,5 or (TYPEYR = 1 and DATELEFT > anniversary of COMDATE+14 days)).
1999	1999-2000 STULOAD used to calculate HESESFTE	<u>1999-2000 HESA data</u> FTE_TYPE = 2 and TYPEYR = 2, 3	<u>2001-02 HESA data</u> FTE_TYPE = 2 and DATELEFT < 1 August 2002 and COMDATE > 31 July 1999 and COMDATE < 1 August 2000 and (TYPEYR = 2,5 or (TYPEYR = 1 and DATELEFT > anniversary of COMDATE+14 days)).
2000	2000-01 STULOAD used to calculate HESESFTE	<u>2000-01 HESA data</u> FTE_TYPE = 2 and TYPEYR = 2, 3	<u>2001-02 HESA data</u> FTE_TYPE = 2 and DATELEFT < 1 August 2002 and COMDATE > 31 July 2000 and COMDATE < 1 August 2001 and

(TYPEYR = 2,5 or (TYPEYR = 1 and DATELEFT > anniversary of COMDATE+14 days)).

0000	Otherwise	All students not included above
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New derived fields containing STULOAD values returned in 1999-2000 and 2000-01

STULOA99

16. This derived field will contain the value of STULOAD from the HESA 1999-2000 return.

STULOA00

17. This derived field will contain the value of STULOAD from the HESA 2000-01 return.

Derived field FTE\_CASE

18. New values to identify the method used to approximate HESESFTE for students on non-standard academic years will be added to derived field FTE\_CASE.

19. The table below shows how we will identify different cases of non-standard academic years of programme of study.

<b>Value</b>	<b>Description</b>	<b>Definition</b>
100:0	100:0	FTE_TYPE = 3
0:100	0:100 and one year generated in HESES01	FTE_TYPE = 4 and ATT_LINK = 0
	0:100 and two years generated in HESES01	
0:100YR1	First year	FTE_TYPE = 4 and ATT_LINK = 1 and STUBID = 1
0:100YR2	Second year	FTE_TYPE = 4 and ATT_LINK = 1 and STUBID = 2
SP98	Split FTE, one year generated in HESES01 and the programme of study commenced during 1998-99	FTE_TYPE = 2 and FTE_LINK = 1998 and ATT_LINK = 0
SP99	Split FTE, one year generated in HESES01 and the programme of study commenced during 1999-2000	FTE_TYPE = 2 and FTE_LINK = 1999 and ATT_LINK = 0
SP00	Split FTE, one year generated in HESES01 and the programme of study commenced during 2000-01	FTE_TYPE = 2 and FTE_LINK = 2000 and ATT_LINK = 0
SPFIN	Split FTE, one year generated in HESES01 final year of programme of	FTE_TYPE = 2 and FTE_LINK = 0000 and ATT_LINK = 0 and tail = 1*

	study and a link cannot be made to the academic year the programme commenced	
SPMID	Split FTE, one year generated in HESES01 which is not the final year.	FTE_TYPE = 2 and FTE_LINK = 0000 and ATT_LINK = 0 and tail = 0*
	Split FTE, two years generated in HESES01 and the programme of study commenced during 1998-99	
SP98YR1	First year	FTE_TYPE = 2 and FTE_LINK = 1998 and ATT_LINK = 1 and STUBID = 1
SP98YR2	Second year	FTE_TYPE = 2 and FTE_LINK = 1998 and ATT_LINK = 1 and STUBID = 2
	Split FTE, two years generated in HESES01 and the programme of study commenced during 1999-2000	
SP99YR1	First year	FTE_TYPE = 2 and FTE_LINK = 1999 and ATT_LINK = 1 and STUBID = 1
SP99YR2	Second year	FTE_TYPE = 2 and FTE_LINK = 1999 and ATT_LINK = 1 and STUBID = 2
	Split FTE, two years generated in HESES01 and the programme of study commenced during 2000-01	
SP00YR1	First year	FTE_TYPE = 2 and FTE_LINK = 2000 and ATT_LINK = 1 and STUBID = 1
SP00YR2	Second year	FTE_TYPE = 2 and FTE_LINK = 2000 and ATT_LINK = 1 and STUBID = 2
	Split FTE, two years generated in HESES01 and a link cannot be made to the academic year the programme commenced	
SPFINYR1	First year	FTE_TYPE = 2 and FTE_LINK = 0000 and ATT_LINK = 1 and STUBID = 1
SPFINYR2	Second year	FTE_TYPE = 2 and FTE_LINK = 0000 and ATT_LINK = 1 and STUBID = 2

\* TAIL = 1 if DATELEFT < 1 August 2002 and FTE\_LINK = 0 and COMDATE < 1 August 2001 and (TYPEYR = 2,5 or ATT\_LINK = 1), TAIL = 0 otherwise.

#### Derived field HESESFTE

20. New methods will be used to approximate load for some groups of students.

21. HESESFTE contains the FTE we assume for the year of programme of study in Column 4a of HESES01. When the year of programme of study is contained in a standard academic year and one year of programme of study is generated, HESESFTE will be taken to be STULOAD. The table below shows the method that will be used to calculate HESESFTE for different groups of non-standard academic years of programme of study.

<b>FTE_CASE</b>	<b>Definition</b>
100:0	STULOAD
0:100	STULOAD
0:100YR1	STULOAD – STULOAD x PROP
0:100YR2	STULOAD x PROP
SP98	STULOAD + STULOA98
SP99	STULOAD + STULOA99
SP00	STULOAD + STULOA00
SPFIN	STULOAD + AVRGLOAD
SPMID	STULOAD
SP98YR1	(STULOAD + STULOA98) – STULOAD x PROP
SP98YR2	STULOAD x PROP
SP99YR1	(STULOAD + STULOA99) – STULOAD x PROP
SP99YR2	STULOAD x PROP
SP00YR1	(STULOAD + STULOA00) – STULOAD x PROP
SP00YR2	STULOAD x PROP
SPFINYR1	(STULOAD + AVRGLOAD) – STULOAD x PROP
SPFINYR2	STULOAD x PROP

22. In the above table, PROP = (DATELEFT – anniversary of COMDATE)/ (DATELEFT – start of academic year) and AVRGLOAD is the arithmetic mean of STULOAD for all non-standard academic years of programme of study in their first academic year, with the same MODE and QUALAIM at the same institution.

23. STULOAD will be capped at 100 for all calculations except where two years of programme of study are generated in HESES01. HESESFTE will also be capped at 100.

24. HESESFTE will be set to 50 for all sandwich year-out years of programme of study (HESMODE = SWOUT). HESESFTE will be set to 100 for all full-time and sandwich years of programme of study (HESMODE = FTS).

#### French, Spanish and German modern languages – cost centre 35

25. All activity in cost centre 35 will be assigned to price group C.

## Annex O

### Validation checks

1. A number of validation checks are built into the disk-based Excel workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table and the value(s) in the cell(s) causing the error(s) will turn red.

#### Tables 1a, 1b, 2 and 3

2. For each column, the total for each level (excluding the ITT (QTS) and INSET (QTS) price groups) must be a whole number (except for Column 4a on Table 3).

3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).

4. For all cells except cells in Column 3, the value  $\geq 0$ .

5. For all cells, Column 3  $\leq 0$ .

6. For each row, Column 5  $\leq$  Columns 1 + 2.

7. For Tables 1a, 2 and 3 only – for each row, Column 6  $\leq$  Column 1 ((a) + (b)) + Column 2 ((a) + (b)).

8. For Table 3 only – for each row, Column 4a  $\leq$  Column 4.

9. For Table 3 only – for each row, Column 4a  $\div$  Column 4  $\geq 0.03$ .

10. For Table 1b only, all columns (clinical medicine + clinical dentistry)  $\leq$  Columns 1 to 5 (price group A, undergraduate) on Table 1a.

11. For all cells, the value entered must be to no more than three decimal places.

#### Table 4

12. Each cell must contain a whole number.

13. For each level, excluding the ITT (QTS) price group, the total should equal the total in Tables 1a, 2 or 3 as follows:

<b>Table 4</b>		<b>Table 1a</b>
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)
<b>Table 2</b>		
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)
Column 2 (b)(ii)	=	Column 2 (c)
<b>Table 3</b>		
Column 1 (c)(i)	=	Column 1 (a) + (b)
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(i)	=	Column 2 (a) + (b)
Column 2 (c)(ii)	=	Column 2 (c)

14. For each level, for the ITT (QTS) price group, the total should equal the total in Tables 1a or 3 as follows:

<b>Table 4</b>		<b>Table 1a</b>
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(ii)	=	Column 2 (c)
<b>Table 3</b>		
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(ii)	=	Column 2 (c)

Table 5

15. For each column, the total for each qualification aim (excluding the INSET (QTS) price group) must be a whole number.

16. For each column, the cells in the INSET (QTS) price group must contain whole numbers.

17. For each column and level, the total returned against foundation degree bridging course, for home and EC students only, should be equal to the total returned against foundation degree bridging course on Table 4 as follows:



<b>Table 5</b>		<b>Table 4</b>
Column 1(a) (i)+(ii)	=	Column 1(a) (i)
Column 1(a) (iii)	=	Column 1(a) (ii)
Column 1(b) (i)+(ii)	=	Column 1(b) (i)
Column 1(b) (iii)	=	Column 1(b) (ii)
Column 1(c) (i)+(ii)	=	Column 1(c) (i)
Column 1(c) (iii)	=	Column 1(c) (ii)
Column 2(a) (i)+(ii)	=	Column 2(a) (i)
Column 2(a) (iii)	=	Column 2(a) (ii)
Column 2(b) (i)+(ii)	=	Column 2(b) (i)
Column 2(b) (iii)	=	Column 2(b) (ii)
Column 2(c) (i)+(ii)	=	Column 2(c) (i)
Column 2(c) (iii)	=	Column 2(c) (ii)

18. For all cells, the value  $\geq 0$ .

19. For each column and price group, the total should be less than or equal to the total for undergraduate level (standard length + long length) in Tables 1a, 2 or 3 as follows:

<b>Table 5</b>		<b>Table 1a</b>
Column 1(a) – (i), (ii), (iii), (iv)	$\leq$	Column 1 – (a), (b), (c), (d)
Column 2(a) – (i), (ii), (iii), (iv)	$\leq$	Column 2 – (a), (b), (c), (d)
		<b>Table 2</b>
Column 1(b) – (i), (ii), (iii), (iv)	$\leq$	Column 1 – (a), (b), (c), (d)
Column 2(b) – (i), (ii), (iii), (iv)	$\leq$	Column 2 – (a), (b), (c), (d)
		<b>Table 3</b>
Column 1(c) – (i), (ii), (iii), (iv)	$\leq$	Column 1 – (a), (b), (c), (d)
Column 2(c) – (i), (ii), (iii), (iv)	$\leq$	Column 2 – (a), (b), (c), (d)

20. For all cells, the value entered must be to no more than three decimal places.

Table 6

21. For each column, the total for each programme and level (excluding the INSET (QTS) price group) must be a whole number.

22. For each column, the INSET (QTS) cells, where present, must contain whole numbers.

23. For all cells, the value  $\geq 0$ .

24. For each column and price group, the total for each programme by level should be less than or equal to the total by level (standard length + long length) in Tables 1a or 3 as follows:

<b>Table 6</b>		<b>Table 1a</b>	
Column 1(a) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)	
Column 2(a) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)	
		<b>Table 3</b>	
Column 1(b) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)	
Column 2(b) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)	

25. For all cells, the value entered must be to no more than three decimal places.

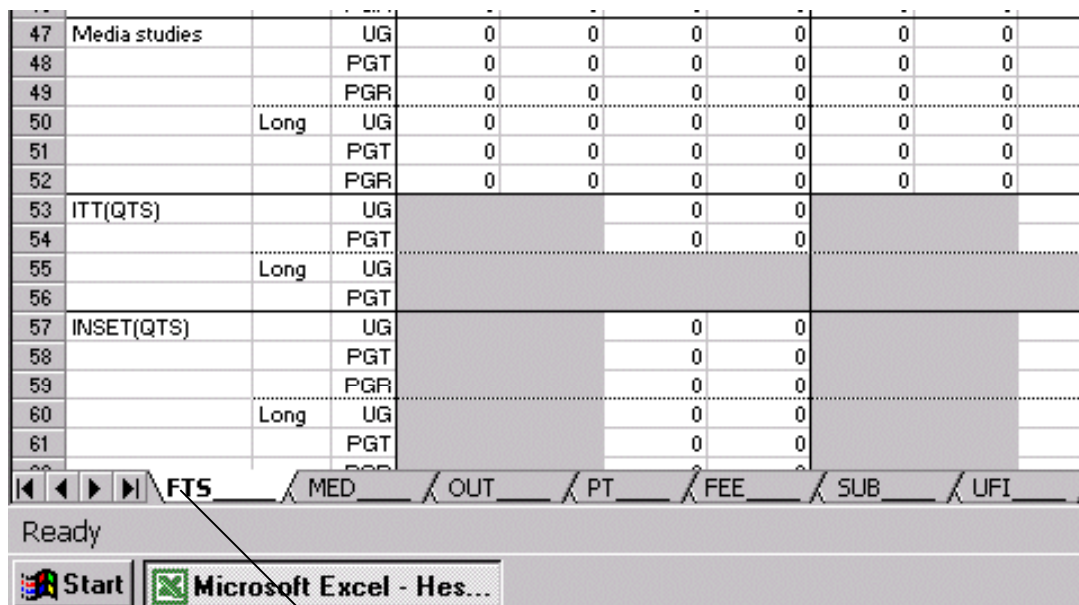
## Annex P

### Workbook notes

1. In November we will send institutions a computer disk with spreadsheet versions of the tables in Annex Q. We will virus-check disks before dispatch.
2. The disk will have on it an Excel workbook saved in Excel 97 called HES\_\_\_\_.xls, where the suffix identifies the institution. The workbook will contain seven worksheets, each with the same suffix as the workbook. These are as follows:

Name of worksheet	HESES01 tables
FTS____	Full-time and sandwich data. Table 1a.
MED____	Full-time and sandwich: Medical and dental student data. Table 1b.
OUT____	Sandwich year-out data. Table 2.
PT____	Part-time data. Table 3.
FEE____	Home and EC fees data. Table 4.
SUB____	Data on foundation degrees and qualifications below degree level. Table 5.
UFI____	Data on Ufi courses and Graduate Apprenticeships. Table 6.

3. Below is an example of how the worksheets are laid out in the workbook. Each table is contained in a separate worksheet which is accessed by clicking on the tab at the bottom of the screen. The name of the worksheet is displayed on the tab.



Click on these tabs to open the worksheet containing the table you want to fill in

4. If the disk is corrupt or unreadable please contact Bridget Josselyn (tel 0117 931 7005, e-mail heses@hefce.ac.uk) for assistance. Institutions are advised to make a back-up copy of the blank files before editing.

5. The HESES01 workbook contains a greater number of validation checks and comparison tables than in previous years. Therefore to ensure that the workbook is saved to the disk, which is of a limited size, please **move**, rather than copy, the workbook from the disk to complete it. Then when it is complete, copy the workbook back onto the disk. If the workbook is not moved before completion of the tables it will not be possible to save the final version back on to the disk.

6. All labels and table formats will be protected. Institutions must not attempt to alter the format of the worksheets by adding or deleting columns or rows. Only cells where data are required should be altered. Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved.

7. The following cells contain formulae:

- column totals on all tables except Table 6
- totals by level on Tables 1a, 2, 3 and 4
- totals by qualification aim on Table 5
- totals by programme on Table 6
- Column 4 on Tables 1a, 1b, 2 and 3.

These cells are protected and must not be edited.

8. Each worksheet contains a number of validation checks. The validation checks are listed in Annex O. Institutions should ensure their data pass all validation checks before returning them.

9. All worksheets returned should have the same name and format as those originally supplied. All worksheets in the workbook on the original disk should be returned even if they contain no data.

10. Disks should be virus-checked before being returned to us. Institutions should make a back-up copy before returning the disk, in case data are corrupted in transit.

11. We will confirm receipt of any e-mail submissions.

**Annex Q**  
**Sample tables (Excel files)**

## **Annex R**

### **HESES01 fundamentals**

1. This annex is a summary of the HESES guidance and should be used in conjunction with the other annexes.

#### **Which students are in the HESES population?**

2. A definition of the HESES population is in Annex B. The population includes students who:
- a. Are actively pursuing studies with the institution for at least part of the academic year 2001-02. This includes outgoing exchange students.
  - b. Are studying towards a recognised HE qualification aim, or a credit that can be counted towards one.
  - c. Have an individual record returned on the HESA student record or the LSC ISR.
  - d. Are not being returned on any other institution's HESES or HEIFES return for that year of programme of study.
3. Students spending most of their time for the whole course outside the UK should not generally be included in the population

#### **Are they countable on this year's HESES?**

4. A year of programme of study for a student within the HESES01 student population must meet the following criteria to be counted:
- a. A tuition fee is charged (the fee may be waived).
  - b. The FTE for the year of programme of study is at least 0.03.
  - c. The student is not writing up for the whole of the year.
5. When a year of programme of study becomes countable depends on how the FTE is returned to HESA. Activity for a year of programme of study can either fall within one academic year or span two academic years. Where the activity spans two academic years, the FTE can either be reported to HESA in the academic year in which study begins, the academic year in which it ends, or split across two academic years. Where the activity is within one academic year or reported in the academic year in which study begins, years of programme of study should be counted in HESES on the commencement date and its anniversary. Where the activity is split or reported in the academic year in which study ends, years of programme of study should be counted in HESES on 1 August of each academic year in which activity occurs except the first. This is explained in more detail in Annex D.

#### **What is their fundability status?**

6. Home and EC students are counted as HEFCE-fundable if they are on recognised courses of HE, the course is open to any suitably qualified candidate and the course is not being supported by any other EC public source. Students not eligible for HEFCE funds include ITT (QTS) students; INSET students who hold QTS; students funded by the

Department of Health; and students franchised-out to institutions other than HEIs and FECs (unless approved by HEFCE).

7. Where a course attracts funds from another EC public source, and the fee plus the income from the public source falls significantly short of the HEFCE standard resource, then a proportion of the students on the course can be returned as HEFCE-fundable, the rest as non-fundable. Examples of such funding are, ESF funding, funding from the New Deal, Modern Apprenticeships and the NHS. There are examples in Annex F and there is an Excel template on the HEFCE web-site, [www.hefce.ac.uk](http://www.hefce.ac.uk), under 'Learning & teaching', 'Data collection', then 'HESES FAQs', which can be used to calculate how many students on such courses are HEFCE-fundable.

8. Students registered on courses whose funding has been separately notified by us, are non-fundable. This includes students on prototype foundation degrees where additional places have been awarded and students on Ufi courses.

9. Only full-time postgraduate research students in their first year of programme of study (or first and second for part-time students) should be returned as fundable on HESES. Any subsequent years of programme of study should be returned as non-fundable. See Annex F, paragraph 8.

10. Independently-funded students are HEFCE-fundable students for whom the institution receives sufficient non-public funding to cover the HEFCE standard resource.

11. Island and overseas students are students usually resident in the Channel Islands, Isle of Man or outside the EC.

#### **Is the qualification aim a recognised HE qualification?**

12. Recognised HE qualifications are those defined in paragraph 1 of Schedule 6 of the Education Reform Act 1988. NVQs and free-standing foundation years are not included. See Annex C.

#### **What is considered a non-completion?**

13. Non-completions are students who do not attend the final exam or assessment for the year of programme of study (not for the whole course). Academic failures are not necessarily counted as non-completions. See Annex D, paragraphs 14 to 16.

#### **How are students classified into mode?**

14. Students are classified into either full-time and sandwich, sandwich year-out or part-time according to the definitions in Annex H. Students following the same course with the same pattern of activity should generally be returned with the same mode.

- Full-time and sandwich students will be on a course where they are usually required to attend for at least 24 weeks, 21 hours a week for the year of programme of study, and a full-time fee is chargeable for the course (even if it is waived).
- Sandwich year-out students are those on sandwich courses, as defined in Regulation 5 of the Education (Student Support) Regulations 2001 (SI 2001 No. 951), who are on their year out.
- Part-time students are all other students. Note this includes HNC students who are expected to complete in one year, but whose course is not subject to regulated fees.

#### **How are students classified into level?**

15. Undergraduates are students studying for a first degree (including foundation degree), HE certificate or diploma. Provision below degree level includes HNDs, HNCs, DipHEs and CertEds. Postgraduate qualifications (including higher degrees and PGCEs) are those where the normal condition of entry is a qualification at degree level (i.e. already qualified to level three of the national qualifications framework). Postgraduates are split into postgraduate research students and postgraduate taught students – a definition can be found in Annex I, paragraph 3.

#### **What counts as a long year of programme of study?**

16. For full-time courses, the year of programme of study is returned as long if the students are normally required to attend for 45 weeks or more within that year of programme of study or the year of programme of study includes a within-course short period of study, awarded as a summer school through an additional student numbers bidding exercise and explicitly notified by HEFCE. For part-time courses, the distinction depends on the length of each year for an equivalent full-time course.

#### **Which price group should the student be returned under?**

17. Price groups are defined in terms of academic cost centres. A mapping from cost centre to price group can be found in Annex G, paragraph 1. Some cost centres are in more than one price group – these are described in paragraphs 2 to 9 of Annex G. Where the activity for a year of programme of study falls into more than one cost centre, and these cost centres do not fall entirely within one price group, then the year should be split between price groups. Students on ITT (QTS) courses and INSET (QTS) courses should be attributed to the ITT (QTS) and INSET (QTS) price groups respectively, regardless of any provision in cost centres.

#### **How should years of programme of study be returned on Table 4, the fee table?**

18. Generally, full-time undergraduates (including those aiming for a qualification below degree level) and PGCEs are subject to the regulated £1,075 fee, and part-time ITT students, sandwich year-out students and language year abroad students are subject to the regulated £530 fee. Only full-year outgoing exchange students on SOCRATES/ERASMUS exchanges should be returned with a regulated fee of £0. Most postgraduates and part-time



students are not subject to regulated fees and should be returned with a fee level of 'Non-regulated', regardless of what they actually pay. See Annex L, paragraphs 11 to 16.

### **How is the FTE calculated for part-time students?**

19. FTE is calculated by comparing either the duration of the course or the credit points studied with an equivalent full-time course, or if such a course does not exist, a similar full-time course. The total FTE per student for a part-time course should equal the total FTE per student for an equivalent full-time course.

### **Which tables should be completed?**

20. All full-time students should be returned on Table 1a, the full-time table, whatever level they are studying at. All sandwich year-out and all part-time students should be returned on Tables 2 and 3 respectively.

21. Table 1b should be completed if the institution has full-time undergraduate medical and dental students. These are students on programmes of study that normally lead to a first registrable medical or dental qualification. The students returned here are a subset of the undergraduates returned on Table 1a. See Annex K.

22. All home and EC students returned in Columns 1 and 2 of Tables 1a, 2 and 3 should also be returned on the fee table, Table 4.

23. Table 5 should be completed if the institution has students studying for foundation degrees, foundation degree bridging courses or qualifications below degree level, and should contain a subset of the undergraduate students returned in Columns 1 and 2 of Tables 1a, 2 and 3.

24. Table 6 should be completed if the institution has students studying on Ufi courses or as part of a Graduate Apprenticeship (see Annex K paragraphs 14 to 19), and should contain a subset of the students returned in Columns 1 and 2 of Tables 1a and 3.

### **When the tables have been completed**

25. Each worksheet contains a number of validation checks. If an error or inconsistency is detected in a worksheet once it has been completed, a message reading **Validation: Failure (see below table)** will appear above the column in the table in which there is a validation failure and the value in the cell which is causing the error will turn red. Below the table, the error will be described in more detail. These errors must be corrected before submitting the tables to HEFCE. If the error cannot be identified, institutions should e-mail [heses@hefce.ac.uk](mailto:heses@hefce.ac.uk). The validation checks are described in more detail in Annex O.

## **Annex S**

### **Glossary**

Attendance	A student is considered to be attending the institution whenever they undertake periods of study, tuition or work experience as part of the programme of study. For example, a distance learning student studying at home is attending.
Base level of resource	For 2001-02, this is £2,805. Also known as base price.
ERASMUS	European Community action scheme for the mobility of university students.
ESF	European Social Fund.
Foundation degree	A two-year full-time, or the part-time equivalent, HE course which has been validated by an HEI as a 'foundation degree', which is expected to incorporate the core features set out in the foundation degree prospectus, HEFCE 00/27.
Foundation degree bridging course	A short stand-alone course taken after a foundation degree has been completed to enable students to go on to the final year of an honours degree course.
Franchised-out	Any student who enrolls at one institution and pays them a fee for tuition or supervision of research, but undertakes all or part of their study at another institution, is considered to be franchised-out by the institution collecting the fee; this includes all collaborative arrangements except HEFCE-recognised funding consortia. See Annex B.
FTE	Full-time equivalent.
Graduate Apprenticeship (GA)	A framework which integrates study for recognised HE qualifications with structured work-based learning. See Annex K paragraphs, 17 to 19.
GANSG	Graduate Apprenticeship National Steering Group.
HEFCE-recognised funding consortia	See Annex B, paragraphs 12 and 13.
HESA	Higher Education Statistics Agency.
HESES student population	HESES counts years of programme of study for students aiming for a recognised HE qualification. The students that

generate these years of programme of study are called the HESES student population. See Annex B.

HIN	Unique HE programme of study identifier on the HESA record, HIN = HUSID + INSTID + NUMHUS, a combination of student identifier (Field 4), HESA institution identifier (Field 2) and student instance number (Field c151 s136). See the HESA student record coding manual, Appendix 11, for further information.
HMSO	Her Majesty's Stationary Office.
INSET	In-service education of teachers.
Intercalated year	For HESES purposes, this is a year inserted into a medical course to allow for the award of a BSc or BA in addition to the normal medical degree.
ISR	The LSC individualised student record.
ITT	Initial teacher training.
LSC	Learning and Skills Council.
MaSN	Maximum student number. This is defined in the report 'Recurrent grants for 2001-02' (HEFCE 01/12).
NHS bursaried courses	Pre-registration courses for which an NHS bursary may be payable.
NVQ	National Vocational Qualification.
PGCE	Postgraduate certificate in education.
Postgraduates	Students registered for courses or credits where a normal condition of entry is that entrants are already qualified to degree level (i.e. qualified at level three of the national qualifications framework). See Annex I.
QTS	Qualified teacher status.
Regulated fees	Fees as defined in the Education (Student Support) Regulations 2001 (SI 2001 No. 951). See Annex L.
SLC	Student Loans Company.

SME	Small or medium enterprise. Defined as a sole trader or enterprise employing less than 250 people.
SOCRATES	European Commission action programme in the sphere of school and higher education.
Standard resource	Standard resource is used for funding purposes, it is calculated by multiplying the weighted full-time equivalent student load by the base price. See Annex F.
Student load	Student activity expressed as full-time equivalents rather than counts of years of programme of study. See Annex E.
TTA	Teacher Training Agency.
Ufi	University for Industry (learndirect).
Undergraduates	Students studying towards a first degree (including foundation degree), HE certificate or diploma, or equivalent, or students registered for an institutional credit that can be counted towards one of these qualifications. See Annex I.
Year of programme of study	Students study towards qualification aims over a period, which can be split into one or more years of programme of study. See Annex D.

## **Annex T**

**Index** (paragraph of main document, **Annex and paragraph** of Annexes)

Note that some words or phrases are defined in the glossary at Annex S.

### **A**

Assignment of departments to cost centres (31, G16)

Assumed fee (F10)

Audit (see also HESES2000 audit) (25-42, E2, K19)

### **B**

Base level of resource (F24)

### **C**

Clinical dentistry (see medicine and dentistry)

Clinical medicine (see medicine and dentistry)

Collaborative arrangements (38, B4-B13)

Column 1 (D1, D9, K9, K10, K14, L2, L4, L7, L8, L11, L17, L23, L25, R22-24)

Column 2 (K9, K10, K14, L3, L4, L7, L8, L11, L18, L24, L26, R22-R24)

Column 3 (L4)

Column 4 (L5, L6, P7)

Column 4a (L1, L6, N21)

Column 5 (L7)

Column 6 (A2, L8)

Consortia (see also HEFCE-recognised funding consortia) (B5, B13)

Cost centre (27, 31-35, A1, G1, G2, G7-G16, M5, N25, R17)

Counting student activity (D1-D26)

### **D**

Dental qualifications (see medicine and dentistry)

Department of Health (F4, R6)

Disk (3, 5, 12-14, 16, 20, 22, P1, P2, P4, P5, P9, P10)

Distance learners outside the UK (B3)

### **E**

EC countries (F1)

EC public source (37, F2-F4, F10, F17, R6, R7)

EC students (see Home and EC students)

Education (Student Support) Regulations (F1, H4, L12, L13, L15, R14)

Education Reform Act 1988 (C1, R12)

Eligibility for HEFCE funding (F2-F4)

E-mail submission (22, P11)

ERASMUS (H1, L11, L12, N9, R18)

ESF funding (R7)

Exchange students – incoming (B3)

Exchange students – outgoing (B2, H1, L11, L12, R2, R18)

### **F**

Fee levels (see also regulated fees) (H1, L11-L13, N9, R18)

Fee-remission for Graduate Apprenticeship students (K18, K19)

Final assessment (D14, D16, R13)

Foundation degree (A3, A4, B5, D5, D24, F4, F5, I1, I2, K10, K12, K13, L19-L21, R8, R15, R23)

Foundation degree bridging course (A4, A7, D5, D24, D25, I2, K10, K13, L11, L12, L19, L21, R23)

Foundation year (C3, D17, N7, N10-N12, R12)

Franchised (B3, B6, B7, F4, G15, L8, L10, R6)

Frequently asked questions (I2, F1, F4, F7, F11, R7)

FTE (full-time equivalent) (36, D7, D13, D24, E2, E3, E7, F10, F22, F24, H7, J3, J8, L1, L6, M1-M6, N7, N14, N15, N21, R4, R5, R19)

Full-time (A8, H1, H2, H6, H7, J1, J8, K2, K14, L12, L16, L25, L26, N8, N24, R9, R14, R16, R18, R20, R21)

Full-time and sandwich (see full-time)

Full-time sandwich year-out (see sandwich year-out)

Fundable (see HEFCE-fundable)

Funding agreement (16, F22, F23)

## **G**

Graduate Apprenticeship (K14, K17-K19, R24)

## **H**

HEFCE-fundable (37, F2, F4-F8, F10, F17, L8, R6, R7, R9, R10)

HEFCE-funded (F17)

HEFCE non-fundable (F4-F6, F8, F10, F11, F20, K15, R7, R8)

HEFCE-recognised funding consortia (A2, B3, B5, B6, B12, B13, L8-L10, N2)

HEFCE web-site (12, 15, F1, F4, F7, F11, R7)

HESA (2, 6, 10, 21, 26, 33, 35, A10, B2, B4, B11, B13, D3, D6, D7, D11, D23, D25, D26, E1, E7, F8, G7, G13-G16, H6, M1, M3, M5, R2, R5)

HESA-HESES links (N1-N25)

HESES2000 audit (27-42)

HMSO web-site (F1, L12)

Holdback (17, 19, 20)

Home Office (F4)

Home and EC students (F1, F2, F20, K9, L8, L11, L17, L18, R6, R22)

## **I**

Independently-funded (F17, R10)

Ineligible for HEFCE funding (see HEFCE non-fundable)

INSET students (F4, G1, G12, R6, R17)

Institution-related premiums (F22)

Island and overseas students (F21, K9, R11)

ISR (see LSC)

ITT students (F4, G1, G8, G11, L12, L14, R6, R17, R18)

## **L**

Language year abroad (B3, B6, H2, H4, R18)

Level of study (I1-I3, R15)

Long years of programme of study (A5, D20, F22, J1-J10, R16)

LSC (6, 10, 21, B2, B13, N2, R2)

## **M**

MaSN (19, 20)

Mature students (10, F22)  
Media studies (F23, G1)  
Medicine and dentistry (G1-G7, K2-K8, R21)  
Mode of study (A8, H1-H7, K1, K9, K10, K14, L17, L18, L23, L24, N8, R14)  
Modern Apprenticeship (R7)

## **N**

New entrants (D17, L7, M2)  
NHS bursaried courses (L11, L12, N9)  
NHS funding (37, F4, R7)  
Non-completions (25, 27-30, 38, 39, D14-D16, L2, L4, R13)  
Non-fundable (see HEFCE non-fundable)  
Non-regulated fees (L13, L15, R18)  
Non-standard academic years (see also split FTE) (D7, D12, D21, E24, N7, N14, N15, N18, N19, N21, N22)  
Non-prototype foundation degree (A3, K12, L20)  
NVQ (B3, C1, K18, R12)

## **O**

Overseas students (see Island and overseas students)

## **P**

Part-time (27, A8, D24, D26, E2, E3, F4, F8, F10, F22, H5-H7, J3, J8, K14, K18, K19, L12, L14-L16, L21, L25, L26, R9, R14, R16, R18, R19, R20)  
PGCE (H1, L12, L14, L16, R15, R18)  
Postgraduate (A9, L1, F4, F8, G5, G7, I3, J5, L16, R9, R15, R18)  
Premiums (see institution-related premiums and student-related premiums)  
Pre-registration courses (F4, L11, L12)  
Price group (35, A1, F23, F24, G1-G19, M5, N25, R17)  
Professional qualifications (C1, D3, F4, L16, L22)  
Prototype foundation degrees (A3, F4, F5, K12, L20, R8)  
Psychology (F23, G1)

## **Q**

QTS (see ITT, INSET)

## **R**

Recognised HE qualifications (1, B1-B3, C1-C3, D2, D17, F2, K17-K19, R2, R6, R12)  
Recurrent funds for teaching (7, F2, F4, F20)  
Regulated fees (see also fee levels) (F3, L11, L12, L14, L16, R18)  
Research Activity Survey (6, 7, 26, F8, I3)  
Residential and fundability status (27, 37, A9, F1-F28, K12, R6)  
Return date (5, 16, 20, 23)

## **S**

Sandwich year-out (H4, L12, N8, N24, R14, R18, R20)  
SCITT (B3)  
SME (K18, K19)  
SOCRATES (see ERASMUS)  
Split FTE (see also non-standard academic years) (D7, M1-M11, N7, N14, N15, R5)  
Sports science (G1, G9)  
Standard academic years (D7, D16, D21, N21)

Standard funding (F10)  
Standard length (J1, J8)  
Standard rate (F4)  
Standard resource (F2, F10, F17, F22, F24, R7, R10)  
Student load (1, 2, 27, 34-36, D26, E1-E7, M1, M4-M6, N14, N20)  
Student population (B1-B13, C2, D7, D13, D19, R2-R4)  
Student Support Regulations (see Education (Student Support) Regulations)  
Student-related premiums (10, F22)  
Subject weight (F22, F23)  
Summer schools (A5, A7, D18, D19, J1, R16)  
Support from other EC public source (see EC public source)

## **T**

Table 1a (see also Tables 1a, 2 and 3) (K2, K14, Q, R21, R24)  
Table 1b (K2, P7, Q, R21)  
Table 2 (see Tables 1a, 2 and 3)  
Table 3 (see also Tables 1a, 2 and 3) (K14, L1, L6, Q, R24)  
Table 4 (A4, K9, L11, P7, Q, R22)  
Table 5 (A3, A4, F5, I2, K10, P7, Q, R23)  
Table 6 (K14, K15, K18, K19, P7, Q, R24)  
Tables 1a, 2 and 3 (A2, B5, K1, K9, K10, L11, L12, P7, Q, R20, R22, R23)  
Table descriptions (K1-K19)  
TTA (F4, G12)

## **U**

Ufi (D4, F4, I2, K11, K14-K16, R8, R24)  
Undergraduate (C1, D3, D26, G2-G4, H1, I1, I2, J4, K2, K10, L12, L16, L23, L24, N9, R15, R18, R21, R23)

## **V**

Validation checks (14, 16, 20, O1-O25, P5, P8, R25)

## **W**

Web-site (see HEFCE web-site, HMSO web-site)  
Weighted student FTE (F22)  
Widening participation (10)  
Workbook notes (P1-P11)