



Circular

Transfer of 2005-06 funded students places between subject groups and levels of study


28 October 2005

SFC/06/2005



Scottish Funding Council
Promoting further and higher education

Comhairle Maoinachaidh na h-Alba
A' brosnachadh foghlam adhartach agus àrd-ìre



Transfer of 2005-06 funded student places between subject groups and levels of study

28 October 2005

SFC/06/2005

<http://www.sfc.ac.uk/library/sfc/circular/2005>

This circular invites higher education institutions to make requests for routine and/or strategic transfers of funded places between funding subject groups and levels of study.

FAO: Principals and directors of higher education institutions.

Contact: Loretta Naylor, Funding
lnaylor@sfc.ac.uk
0131 313 6680

Recent SFC Circulars

28 October 2005

SFC/05/2005

Knowledge transfer grant: collection of activity data

This circular requests higher education institutions to provide activity data on knowledge transfer metrics in order to inform the allocation of Council funding through the knowledge transfer grant (KTG) for academic year 2006-07.

21 October 2005

SFC/04/2005

2005 student experience survey

This circular provides the outcomes of the third student experience survey commissioned by SFEFC and SHEFC, the Council's predecessor bodies.

21 October 2005

SFC/03/2005

Partnership for the future: developing a new strategy

This circular invites you to contribute to the development of a new strategy for the Council for the period 2006-09.

21 October 2005

SFC/02/2005

Main quality research grant: updating minor volume indicators

This circular requests higher education institutions to provide updated values of the minor volume indicators in order to inform the allocation of research funding through the main quality research grant (MQRG) in 2006-07 and 2007-08.

7 October 2005

SFC/01/2005

Establishment of the Scottish Further and Higher Education Funding Council

This circular announces the formal establishment on 3 October 2005 of the Scottish Further and Higher Education Funding Council.

Transfer of 2005-06 funded student places between subject groups and levels of study

Purpose

- 1 This is the annual invitation to institutions to make requests for routine and/or strategic transfers of funded student places between funding subject groups and levels of study. The purpose of these transfers is to enable you to make changes to the distribution of funded student places so that it better reflects the pattern of enrolments at your institution in the current academic year.

Background

- 2 As in previous years, we continue to divide transfers of funded student places into routine transfers and strategic transfers. We consider routine and strategic transfers separately as described below. Transfers which fall within the definition of routine transfers are accepted automatically; a case has to be made for strategic transfers.
- 3 This letter is published on our website, where all Annexes we refer to are available. They are not attached to this circular letter.

Routine transfers

- 4 You may request routine transfers of 2005-06 funded student places, on a financially neutral basis, between funding subject groups and/or between levels of study. Annex A sets out the definition of routine transfers, and Annex B describes the calculation of the results of transfers using the table of transfer values in Annex C.
- 5 As in previous years, we request that you send in proposals for the routine transfer of funded student places at the same time as the Early Statistics Return.
- 6 We provide a spreadsheet (Annex D) with Notes of Guidance (Annex E) to assist you with your routine transfers. It checks for validity and performs the calculations as in annexes A, B and C automatically.
- 7 We are sending this spreadsheet to your Early Statistics contact by email with the Early Statistics Return and we ask that you use the sheet to request routine transfers and return the completed form by email.

Strategic transfers

- 8 As indicated in circular letter HE/46/96, we will consider proposals from you for transfers of funded student places beyond the definition of routine, provided they are consistent with your strategic plan or a related application for Strategic Change Grant. Initially you should set out:
- a broad indication of the numbers of funded student places for which you are seeking strategic transfers;
 - how you intend to deploy the transferred places;
 - a brief outline of the case for proposing such transfers; and
 - an explanation of how the proposal relates to your strategic plan.
- 9 If we approve a proposal in principle, greater detail of the precise transfers may be the subject of further discussion.
- 10 In previous years, the response date for strategic transfers has been earlier than that for routine transfers. However, this year we have decided to change the response date for strategic transfer requests to the **same date as the Early Statistics Return** to give you more time to finalise your requests.

Contacts

- 11 If you have any queries relating to transfers of funded student places, please address them as below:

Strategic transfers

Loretta Naylor
Funding Officer
Phone: 0131 313 6680
E-mail: lnaylor@sfc.ac.uk

Routine transfers

David Albiston
Assistant Statistics Officer
Phone: 0131 313 6521
E-mail: dalbiston@sfc.ac.uk

Making the return

- 12 Please send any requests:
- for strategic transfers of 2005-06 funded student places by letter to Loretta Naylor as above; and
 - for routine transfers of 2005-06 funded student places by email to David Albiston, using the spreadsheet which we will send to you by email with the Early Statistics Return.

- 13 We need to finalise transfers of 2005-06 funded student places before we determine our funding allocations for 2006-07, therefore the response date for routine and/or strategic transfer requests is **Thursday 15 December 2005.**
- 14 **Please respond earlier than this date if possible.**
- 15 We will assume a 'nil return' if no request is received by the due date.

A handwritten signature in black ink, appearing to read 'Roger McClure', is centered on the page. The signature is written in a cursive, flowing style.

Roger McClure
Chief Executive

Rules applying to routine transfers of funded student places

- 1 Transfers of funded student places move these places between funding subject groups (FSGs - see 2 below) and/or between levels of study (see 3 below). A transfer is defined as routine or strategic depending on the type of source and destination FSG and the direction of the move between levels.
- 2 For transfer purposes there are three sets of FSGs as follows:

Controlled FSGs:

- Clinical & Veterinary Science;
- Conservatoire Music;
- Pre-clinical; and
- Education.

Priority FSGs:

- Engineering and Technology;
- Science;
- Computing and Information Science; and
- Mathematics, Statistics and Operational Research.

Non-priority (and non-controlled) FSGs:

- Creative Arts and Hospitality;
- Other Health and Welfare;
- Built Environment;
- Humanities, Languages and Business; and
- Social Sciences

- 3 The levels of study relevant to transfers are:
 - undergraduate – UG;
 - taught postgraduate – TPG; and,
 - taught postgraduate at undergraduate fees - TPG (UG fees).

Research postgraduate level (RPG) is not relevant to transfers as RPG provision is funded via a different grant mechanism.

- 4 A routine transfer may move funded places:
 - within the set of priority FSGs; or

- within the set of non-priority FSGs; or
- from a non-priority FSG to a priority FSG.

5 A routine transfer may move funded places:

- within a single level of study; or
- between TPG and TPG (UG fees) in either direction; or
- from TPG or TPG (UG fees) to UG.

6 A routine transfer can only move places to a funding cell that initially contained funded places allocated by the Council.

7 A routine transfer can move any number of places out of a cell up to the total number in the cell before the transfer.

8 The spreadsheet for routine transfers provided with the Early Statistics Return reflects the above rules in its format and the tests applied within it.

9 The table below summarises the rules for routine transfers of funded places. The area for controlled FSGs is shaded as they do not appear on the spreadsheet:

From		To						
		Controlled		Priority		Non-priority and non-controlled		
		TPG	UG	TPG	UG	TPG	TPG UG fees	UG
Controlled	TPG	No	No	No	No	No	No	No
	UG	No	No	No	No	No	No	No
Priority	TPG	No	No	Yes	Yes	No	No	No
	UG	No	No	No	Yes	No	No	No
Non-priority and non-controlled	TPG	No	No	Yes	Yes	Yes	Yes	Yes
	TPG (UG fees)	No	No	Yes	Yes	Yes	Yes	Yes
	UG	No	No	No	Yes	No	No	Yes

10 Any transfer which does not satisfy the above rules is not a routine transfer, and should be requested in a separate **strategic transfer** letter, as described in paragraphs 8-10 of the circular letter to which this annex is attached.

Note: Although *In-service teacher education and other education* and *Combined degrees in education leading to GTC registration* are in the controlled Education FSG, we remain flexible towards the submission of strategic transfers of places to and from these sub-groups.

The calculation of transfers

- 1 Transfers are made on a financially neutral basis in terms of the amount of the Council's Main Teaching Grant, i.e., the number of funded student places taken from a funding cell (a level of study within a funding subject group) is adjusted to obtain the number of funded student places to be added to the receiving cell without changing the amount of grant.
- 2 Annex C contains a table of transfer values for routine transfers, calculated in each case by taking the ratio of the two cells' units of resource, net of the assumed tuition fees. The number of places transferring out of the source funding cell is multiplied by the relevant transfer value to obtain the number of places to transfer into the destination cell.
- 3 These transfer values are incorporated in the automatic calculations used in the routine transfers spreadsheet supplied with the Early Statistics Return.
- 4 The base position from which we will consider proposed transfers of funded student places is:
 - the funded student places the Council allocated to your institution for 2005-06, as set out in column 8 of table A2a in annex A of our main grant letter for 2005-06 (HE/08/05);
 - plus places for PGCE/PGDE courses funded by the SE Education Department or places for Dentistry courses funded by the SE Health Department, shown for your institution in table A2b in the same annex, but **not** including places for courses for the allied health professions funded by the SE Health Department shown in table A2b (as explained in the Early Statistics Notes of guidance, section 10.2);
 - plus any additional funded places for 2005-06 allocated after the issue of the main grant letter for 2005-06.
- 5 To ensure that transfers do not introduce unacceptable inconsistencies in certain funding cells between the numbers of funded student places, the amounts of funding and the numbers of students eligible for funding, proposals for transfers of funded student places should relate to changes in your pattern of enrolments in the current academic year.
- 6 Transfers may be proposed between institutions only if our grants to the institutions for the same year will be revised as a result (e.g. transfers might be proposed for the introduction of new collaborative courses).

Conversion factors for routine transfers of funded student places, 2005-06

Annex C

Transfers from (row)		Transfers to (column)																		
		Engineering and Technology		Science		Computing and Information Science		Creative Arts and Hospitality		Other Health and Welfare		Built Environment			Mathematics, Statistics and OR		Humanities, Languages and Business		Social Sciences	
Funding Subject Group	Level	TPG	UG	TPG	UG	TPG	UG	TPG	UG	TPG	UG	TPG	TPG(UG Fees)	UG	TPG	UG	TPG	UG	TPG	UG
Engineering and Technology	TPG	----	0.73	1.09	0.77	1.17	0.86	*	*	*	*	*	*	*	2.39	1.25	*	*	*	*
	UG	*	----	*	1.05	*	1.18	*	*	*	*	*	*	*	*	1.72	*	*	*	*
Science	TPG	0.92	0.67	----	0.70	1.08	0.78	*	*	*	*	*	*	*	2.20	1.15	*	*	*	*
	UG	*	0.95	*	----	*	1.12	*	*	*	*	*	*	*	*	1.63	*	*	*	*
Computing and Information Science	TPG	0.85	0.62	0.93	0.65	----	0.73	*	*	*	*	*	*	*	2.04	1.06	*	*	*	*
	UG	*	0.85	*	0.90	*	----	*	*	*	*	*	*	*	*	1.46	*	*	*	*
Creative Arts and Hospitality	TPG	0.77	0.56	0.84	0.59	0.91	0.66	----	0.67	1.06	0.72	1.29	0.78	0.78	1.85	0.97	2.42	1.10	5.09	1.43
	UG	*	0.83	*	0.88	*	0.98	*	----	*	1.07	*	*	1.16	*	1.43	*	1.63	*	2.12
Other Health and Welfare	TPG	0.73	0.53	0.79	0.56	0.85	0.62	0.94	0.63	----	0.68	1.21	0.73	0.73	1.74	0.91	2.27	1.03	4.78	1.34
	UG	*	0.78	*	0.82	*	0.91	*	0.93	*	----	*	*	1.08	*	1.34	*	1.52	*	1.98
Built Environment	TPG	0.60	0.44	0.65	0.46	0.70	0.51	0.77	0.52	0.82	0.56	----	0.60	0.60	1.43	0.75	1.87	0.85	3.94	1.11
	TPG(UG Fees)	0.99	0.72	1.08	0.76	1.16	0.85	1.28	0.86	1.36	0.93	1.65	----	1.00	2.37	1.24	3.09	1.41	6.52	1.83
	UG	*	0.72	*	0.76	*	0.85	*	0.86	*	0.93	*	*	----	*	1.24	*	1.41	*	1.83
Mathematics, Statistics and OR	TPG	0.42	0.30	0.46	0.32	0.49	0.36	*	*	*	*	*	*	*	----	0.52	*	*	*	*
	UG	*	0.58	*	0.61	*	0.68	*	*	*	*	*	*	*	*	----	*	*	*	*
Humanities, Languages and Business	TPG	0.32	0.23	0.35	0.25	0.38	0.27	0.41	0.28	0.44	0.30	0.53	0.32	0.32	0.77	0.40	----	0.45	2.11	0.59
	UG	*	0.51	*	0.54	*	0.60	*	0.61	*	0.66	*	*	0.71	*	0.88	*	----	*	1.30
Social Sciences	TPG	0.15	0.11	0.17	0.12	0.18	0.13	0.20	0.13	0.21	0.14	0.25	0.15	0.15	0.36	0.19	0.47	0.22	----	0.28
	UG	*	0.39	*	0.41	*	0.46	*	0.47	*	0.51	*	*	0.55	*	0.68	*	0.77	*	----

Where a figure is shown, this represents the FTE that would be received for a transfer of 1 FTE from the releasing cell.
 Rows and columns for controlled FSGs are not shown as routine transfers to or from these categories are not permitted.
 * indicates that a routine transfer is not permitted from the row heading cell to the column heading cell.

Routine transfer requests, sheet '*Routine Transfers*'

- 1 This spreadsheet is part of the workbook **Early Statistics 2005-06.xls** containing table 1 of the Early Statistics Return, and the sheet is linked to table 1a to provide the initial funded student places before transfers. An example of the workbook is attached as an annex to circular letter SFC/07/2005 on our website.
- 2 Use sheet *Routine Transfers* to request routine transfers of funded student places, based on the places and levels of enrolment shown in the Early Statistics return, according to the rules for routine transfers.
- 3 The format of the sheet and the embedded calculations are designed to assist you in checking the effect of routine transfer requests. The calculations take the funded student places shown on table 1a as the starting point, and they show adjusted figures as you make entries.

Notes of guidance for the submission of routine transfers of funded places

1 Introduction

These notes set out how to submit **routine** transfers using the electronic form *Routine Transfers* sent to you along with the Early Statistics Return. This form makes the submission of requests for routine transfers easier because it applies the rules and transfer values automatically in order to check the validity of transfers and calculate destination places.

We set out the rules under which we allow routine transfers in Annex A. For **strategic** transfers outside the rules you should submit a written request as described in the circular letter itself.

2 Format and use of worksheet *Routine Transfers*

The Early Statistics Return workbook which we sent to you contains two worksheets making up table 1 – *Table 1a* and *Table 1b* - and the sheet for routine transfers of funded places, *Routine Transfers*.

Table 1a and *Routine Transfers* are interlinked and you have to complete the former first in order to make use of the automated processes incorporated in the latter. (We sent you Notes of Guidance for completing table 1 with circular letter SFC/07/2005, issued at the same time as this document.)

Because *Routine Transfers* is for routine transfers only, it does not show controlled funding cells. For each source cell we have restricted the choice of destination in accordance with the rules for routine transfers set out in annex A.

The columns in *Routine Transfers* are in two sections as described below.

Section 1 shows the position before and after routine transfers by calculating the effect of transfers automatically and continuously as you enter them. You do not enter data in this section. Details listed are as follows:

- Funding subject group (FSG)/level of study (for source funding cell);
- Initial funded places;
- Initial ‘fees-only’ students (from entries in *Table 1a*);
- Total funded places transferred (calculated aggregate of entries);
- Funded places after routine transfers (calculated from above); and

- ‘Fees-only’ students after routine transfers (calculated from above).

Section 2 is for up to six transfers out of each listed funding cell and contains six occurrences of a four-column sub-section containing the following items:

- Funded places to transfer out (input field);
- FSG/level to transfer to (choose from the options in the pull-down menu, which follows the rules for routine transfers);
- Transfer value (the conversion factor, calculated automatically); and
- Resulting funded places to be added (calculated automatically).

Enter your required transfers into the sub-sections of Section 2, starting from the leftmost. For each transfer out of a source cell, make only two entries:

- key in the number of places transferring out (to **one** decimal place – the calculations round it if entered otherwise); and
- select the destination funding cell from the pull-down menu.

Each sub-section allowing a single transfer has a different background colour, for ease of use. (In the unlikely event you wish to make more than six transfers from a single cell then list the seventh and any subsequent transfers in a letter and send it by post.)

If you want to delete or change a transfer you have already keyed, you can simply type over the previous entry in the cell.

There is also a set of headings showing the contact details for your institution as entered on *Table 1a*.

3 Error messages displayed during keying of transfers

ERROR 1: You have tried to transfer out more than the total number of funded places initially allocated to a cell.

ERROR 2: You have tried to transfer funded places to a funding cell that initially held none.

4 Contact

E-mail the completed spreadsheet, along with your Early Statistics Return, on or before **Thursday 15 December 2005** to:

David Albiston
Assistant Statistics Officer
E-mail: dalbiston@sfc.ac.uk
Phone: 0131 313 6521

who will also deal with your comments and queries about routine transfers.



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