

**Office for
Students**



Medical and dental students survey 2018

**Survey for the Office for Students,
the Department of Health and Social Care
Health Education England and
UK higher education funding bodies**

Reference OfS 2018.34

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Summary

Purpose

1. The medical and dental students survey 2018 (MDS18) asks higher education providers in the UK to provide data on the intake of medical and dental students in the 2017-18 and 2018-19 academic years.

Key points

2. This is an annual, UK-wide survey. The Office for Students (OfS) is conducting it on behalf of the Department of Health and Social Care (DHSC), Health Education England (HEE), the Scottish Funding Council, the Higher Education Funding Council for Wales and the Department for the Economy in Northern Ireland.
3. Data from this survey is used by the OfS, DHSC and HEE as an early indicator of medical and dental intakes, to inform DHSC and HEE workforce planning. The OfS will also be using the data to monitor the medical and dental intake targets and to inform funding allocations.
4. The census date for the 2018-19 intake data is **Tuesday 9 October 2018**.
5. Higher education providers with joint medical schools (see Annex A) are expected to submit a single joint return. We also expect a joint return to be made by the Universities of Leeds and Bradford.
6. As part of the government's commitment to transparency, the OfS intends to publish data on confirmed 2017-18 intakes on our website¹.

Action required

7. Completed workbooks must be returned via the OfS portal no later than **noon on Monday 22 October 2018**.

Changes and clarifications since MDS17

Changes and clarifications

8. There are no changes.

Survey details

Outline timetable for the MDS18 return

9. The provisional timetable for MDS18, and the grant adjustments appeal process for English providers, are summarised in Table 1.

¹ See

<http://webarchive.nationalarchives.gov.uk/20180405130109/http://www.hefce.ac.uk/lt/healthcare/intake/> for the equivalent 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 data on the HEFCE website (now archived).

Table 1: Provisional timetable and grant adjustments appeal process

Date	Action	Action applies to
September 2018	MDS workbooks available to providers via the OfS portal.	All providers
9 October 2018	Census date for 2018-19 intake data.	All providers
22 October 2018	Deadline to return MDS18 data (no later than noon).	All providers
22 October 2018 to 9 November 2018	Data verification phase.	All providers
9 November 2018	Sign-off deadline.	English providers only
November 2018	After verification, providers notified of provisional formulaic grant adjustments (where applicable) arising from recruitment against their medical and dental intake targets, and invited to submit appeals.	English providers only
14 January 2019	Deadline for submission of appeals against grant adjustments arising from over-recruitment against medical and dental intake targets.	English providers only
By end of February 2019	Providers notified of final grant adjustments arising from recruitment against medical and dental intake targets, including the outcome of appeals.	English providers only
Spring 2019	Recurrent teaching grant allocations for 2019-20 released to providers.	English providers only

Data preparation and submission

10. Contacts in the medical and dental schools will be able to access their provider's workbook via the OfS portal in September 2018. A provider's portal user administrator can create an account for the data contact and give them access to the survey when it is live in September. Guidance for user administrators can be found on the login page for the secure data site (<https://extranet.officeforstudents.org.uk/Data>). Once the data contact has access, they can download the blank MDS workbook which is individually prepared for each provider and saved in Excel. The completed workbook can then be uploaded via the OfS portal. Once the data has successfully uploaded, a results package workbook can be retrieved which will contain the data in our systems that was previously uploaded.
11. The name of the workbook will be mds18XXXXXXXXX.xlsx (where XXXXXXXXX denotes the UK Provider Reference Number (UKPRN)). Do not attempt to rename or reformat the workbook, because our systems for loading providers' returns depend on the file-naming convention and file formats.
12. All totals, labels and table formats will be locked using Excel's cell protection facilities. Do not attempt to change the contents of the protected cells, or the structure of tables by adding or deleting any rows or columns. Only cells where data is required should be altered. If a password warning appears, this means a protected cell has been selected or an attempt made to 'paste' over a protected cell. Worksheets contain information critical to accurate loading of

the data; it is essential that this is preserved. We will refuse to accept any workbooks which have been unprotected as we cannot be certain of our ability to load the data contained in them correctly. We are aware that certain software packages remove the saved passwords; please let us know if you think you may have removed the password in error in this way.

13. The Excel workbook contains the following four worksheets (see Annex B for examples):

- a. MD1 – Medical students intake during the academic year 2017-18.
- b. MD3 – Medical students intake for the academic year 2018-19 as at 9 October 2018.
- c. DT1 – Dental students intake during the academic year 2017-18.
- d. DT3 – Dental students intake for the academic year 2018-19 as at 9 October 2018.

14. For providers in England there is an additional worksheet (see Annex C):

- e. MDS18Summary – A read-only summary that shows for each MDS table the provider's intake target and maximum overseas number, the reported total intake, and the number and percentage of overseas students from the reported intake. This table will be populated automatically when data is entered in the survey tables (MD1, MD3, DT1 and DT3).

15. All worksheets in the original workbook should be returned even if they contain no data. This will be applicable for new medical schools that have no data for the 2017-18 academic year. Providers should keep a back-up copy of the tables that they return to the OfS.

16. Completed workbooks must be uploaded to the OfS portal by noon on Monday 22 October 2018.

Data verification and sign off

17. After the survey is successfully submitted to the OfS portal, providers should check the data in the results package to ensure that it is consistent with what has been submitted and that the 'date loaded' field has the date of the latest upload. The OfS will check the data for all providers against previous years' returns, and for providers in England against the intake targets set for the year. Any discrepancies will be queried with the provider (or, in the case of a joint submission, with the provider that has submitted the data).

18. The OfS requires providers in England to sign off their MDS data, as the survey informs funding allocations. By **Friday 9 November 2018**, all providers in England must have signed off their MDS18 data as fit for purpose. Given its significance to providers' funding, we require the accountable officer (normally the head of provider) to sign off the finalised MDS return. This requires them to understand our data collection requirements, so that they can ensure that the provider has systems capable of producing an accurate, complete return and that the preparer of the return has compiled it competently.

19. If it is anticipated that the accountable officer will be unavailable to sign off the data by the deadline, the delegated authority can sign off the data. If a provider fails to meet the deadline for signing off data, or we believe the data to be inaccurate, we reserve the right to use our own estimates of data to inform funding allocations (see paragraph 22 of Terms and conditions of funding for higher education institutions www.officeforstudents.org.uk/publications/terms-and-conditions).

[conditions-of-funding-for-higher-education-institutions/](#)). We cannot guarantee that any amendments to data after 9 November 2018 will be taken into account.

20. The workbook in the results package will contain a verification sign-off worksheet. This sheet is relevant only to providers in England and can be ignored by those in Scotland, Wales and Northern Ireland. Once the OfS has completed the data verification process, providers in England will be asked to print the verification sheet and have it signed by the accountable officer. The scanned PDF copy of the signed verification sheet should be emailed to mds@officeforstudent.org.uk by 9 November 2018.
21. We will only accept amendments after this point in exceptional circumstances, where errors are widespread and significant and make a material difference to our use of the data. Amendments will be required to pass an assessment process, as described fully on our website (www.officeforstudents.org.uk/data-and-analysis/amendments-to-data/).
22. The OfS may use the Higher Education Statistics Agency (HESA) student record to monitor parts of the MDS return and will query providers if there are significant discrepancies.

Definitions and guidance

Coverage of tables (MD1, MD3, DT1 and DT3)

23. The intakes in all tables should be the headcount of students starting a first UK registrable medical or dental qualification programme (discounting those who already hold such a qualification). This will include students starting a 'graduate-entry course' (defined as one whose entry requirement is a first degree in a subject other than medicine or dentistry). Students who join a programme in the second or later year should also be included, unless they are transferring (see paragraph 34) or already hold a first UK registrable medical or dental qualification. All students included in the MDS should be included in the provider's individualised HESA student record for the relevant academic year.
24. International students who are entering after the first year of a medical or dental programme and intend to complete their first UK registrable medical or dental qualification, resulting in full registration with the General Medical Council or General Dental Council, are to be reported as intakes. For example, students from the International Medical University of Malaysia joining Year 3 should be included.
25. All international students should be included in the MDS survey unless an explicit exemption has been granted by the Department of Health to exclude certain students from the intake control. The procedure for reporting international students may change in future years.
26. Where a student is studying for a medical or dental specialism that requires dual qualifications in both medicine and dentistry, such as oral and maxillofacial surgery, that student should only be reported for their first qualification. The intake on the second medical or dental programme and subsequent qualification should not be reported on this survey.
27. Students on courses preceding a course leading to a first UK registrable medical or dental qualification (such as foundation 'year 0' courses) should not be included in the reported intake figures, until they start year 1 of a programme leading to a first UK registrable medical or dental qualification. Where providers have fully integrated programmes that include the equivalent of a

'year 0' foundation year as the first year of the programme, the student should be reported as an intake when they start year 1 of the programme leading to a first UK registrable medical or dental qualification, rather than in 'year 0'.

28. Students who intend to take an intercalating non-medical or non-dental degree should be included as intakes when they first register with the provider where they intend to obtain a first UK registrable medical or dental qualification. This includes intakes to any six-year medical or dental programme that includes a non-medical or non-dental degree as part of the programme.
29. For MD3 and DT3, intakes should be reported as at 9 October 2018. Additional intakes after 9 October 2018 but before the end of the academic year, who have not withdrawn before the end of the academic year, should be reported the following year, in column 1 of MD1 or DT1 on MDS19.
30. MD1 and DT1 intakes on MDS18 are an update of the MD3 and DT3 intakes collected on MDS17. Students who withdrew from the programme between 10 October 2017 and 31 July 2018 inclusive should be reported in column 3 of MD1 or DT1, but not in column 1 of MD1 or DT1 on MDS18. Students who withdraw after the end of the 2017-18 academic year, 31 July 2018, should be reported in column 1 of MD1 or DT1 on MDS18.
31. Students should be treated as having withdrawn for the purposes of this survey when they cease studying towards a first UK registrable medical or dental qualification. A date recorded in the ENDDATE field on the HESA student record indicates that a student has withdrawn.
32. Students who transfer to a programme that is not a first UK registrable medical or dental qualification should be reported as having withdrawn even if their ENDDATE field is blank.
33. Students who transfer from a programme leading to a first UK registrable medical qualification to a programme leading to the equivalent dental qualification, or vice versa, should be reported as withdrawn on the first programme and as an intake on the second.
34. Students transferring between medical programmes should not be reported as intakes for the programme they transfer to, even when they change providers, unless they are transferring from a non-publicly funded provider. Similarly, students transferring between dental programmes should not be reported as intakes, unless they are transferring from a non-publicly funded provider. However, students who transfer from a medical programme to a dental programme, or vice versa, should be reported as an intake for the programme they transfer to.
35. Students who suspend their studies should only be reported as having withdrawn when they have a value in their ENDDATE field; otherwise they should be reported in the survey in column 1 of MD1 or DT1 on MDS18.

Examples

Example 1: Registration, withdrawal

36. A student started a first UK registrable medical programme on 3 October 2017 but suspended studies on 6 January 2018. They notified the provider on 20 June 2018 that they do not intend to return and an ENDDATE was recorded in the 2017-18 HESA student record. As the student

has withdrawn from the first UK registrable medical programme by 31 July 2018, they should be reported in column 3 and not in column 1 of MD1 on MDS18.

Example 2: Transfer to a programme that is not a first UK registrable medical or dental programme

37. A student started a first UK registrable medical programme on 3 October 2017 but transferred to a biosciences degree on 6 January 2018. As the student had withdrawn from the first UK registrable medical programme by 31 July 2018, they should be reported in column 3 and not in column 1 of MD1 on MDS18.

Example 3: Transfer from a medical to a dental programme

38. A student started a first UK registrable medical programme on 3 October 2017 but on 6 January 2018 transferred to a first UK registrable dental programme. As the student had withdrawn from the first UK registrable medical programme by 31 July 2018, they should be reported in column 3 and not in column 1 of MD1 on MDS18. However, as they started a first UK registrable dental qualification programme on 6 January 2018 they should be included as an intake in column 1 of DT1 on MDS18.

Row and column descriptions

39. For all tables, student numbers should be reported by sex, fee eligibility and domicile.
40. Sex should be recorded on the MDS as coded on the HESA student record field SEXID.
41. Fee eligibility, as coded on the HESA student record, indicates for the purposes of this survey whether a student is eligible to pay home or other fees. Students charged home fees are coded 1 in the fee eligibility field (FEEELIG) and those charged other fees are coded 2.
42. Domicile columns refer to the country of the student's permanent or home address prior to entry to the programme. EU and overseas students are those not domiciled in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man. For English providers, for the purposes of the caps on overseas medical intake and overseas dental intake, only intakes recorded as subject to 'other' fees in column 1d will be counted.
43. Column 2 on all tables records students on a graduate-entry course. Students entered in this column should also be included in columns 1a to 1d on each table as appropriate.
44. Column 3 on MD1 and DT1 records intakes who have withdrawn from the programme between 10 October 2017 and 31 July 2018 inclusive, by fee eligibility. Intakes who have withdrawn from the programme by 31 July 2018 should be reported in column 3 of MD1 or DT1 on MDS18 and not included in column 1 of MD1 or DT1 on MDS18.

Annex A: Higher education providers with joint medical schools

We expect the following higher education providers with joint medical schools to submit a medical return this year:

- University of Brighton and University of Sussex
- University of Hull and University of York.

There should be a single joint return from each joint medical school.

Headcount of dental students

Intake during the academic year 2017-18

DT1

UKPRN:

Please upload the survey by noon Monday 22 October 2018

Survey contact: Sioned Forwood mds@officeforstudents.org.uk 0117 931 7329

Date loaded:

Intake target:

Fee eligibility	1 Total intake of students not withdrawn from the programme			1a Domiciled in Great Britain			1b Domiciled in Northern Ireland			1c Domiciled in the Channel Islands and Isle of Man			1d Domiciled EU and overseas			2 Intake to 'graduate entry' courses (included in column 1)	3 Intake of students withdrawn from the programme (not in column 1)
	Men	Women	Other	Men	Women	Other	Men	Women	Other	Men	Women	Other	Men	Women	Other		
Home fees	0	0	0	0	0	0	0	0	0				0	0	0	0	0
Other fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Headcount of dental students

Intake for the academic year 2018-19 as at 9 October 2018

DT3

UKPRN:

Please upload the survey by noon Monday 22 October 2018

Survey contact: Sioned Forwood mds@officeforstudents.org.uk 0117 931 7329

Date loaded:

Intake target:

Fee eligibility	1 Total intake of students not withdrawn from the programme			1a Domiciled in Great Britain			1b Domiciled in Northern Ireland			1c Domiciled in the Channel Islands and Isle of Man			1d Domiciled EU and overseas			2 Intake to 'graduate entry' courses (included in column 1)
	Men	Women	Other	Men	Women	Other	Men	Women	Other	Men	Women	Other	Men	Women	Other	
Home fees	0	0	0	0	0	0	0	0	0				0	0	0	0
Other fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Annex C: Example summary table (providers in England only)

This annex provides an example of the MDS18 summary table, which appears in the Excel workbook for the MDS18 for providers in England only.

2018 Medical and dental students survey summary (read-only)

Survey contact: Sioned Forwood mds@officeforstudents.org.uk 0117 931 7329

Information taken from MDS18 worksheets MD1, MD3, DT1, DT3

Provider:

UKPRN:

This summary is for informational purposes only and the OfS will notify providers of any adjustments to grant arising from over-recruitment later this year.

2017-18 Intakes

Table	2017-18 Intake target	Of which maximum overseas numbers	Total intake	Overseas intake	Percentage overseas
MD1	0	0	0	0	0%
DT1	0	0	0	0	0%

'Total intake' is the sum of columns 1 and 3 of MD1 or DT1.

'Overseas intake' is the total number of students returned as domiciled EU and overseas (column 1d) subject to other fees.

'Percentage overseas' is 'Overseas intake' divided by 'Total intake' expressed as a percentage.

2018-19 Intakes

Table	2018-19 Intake Target	Of which maximum overseas numbers	Total intake	Overseas intake	Percentage overseas
MD3	0	0	0	0	0%
DT3	0	0	0	0	0%

'Total intake' is the sum of column 1 of MD3 or DT3.

'Overseas intake' is the total number of students returned as domiciled EU and overseas (column 1d) subject to other fees.

'Percentage overseas' is 'Overseas intake' divided by 'Total intake' expressed as a percentage.

Explanation of abbreviations

Abbreviation	Explanation
DHSC	Department of Health and Social Care
HEE	Health Education England
HEFCE	Higher Education Funding Council for England
HESA	Higher Education Statistics Agency
MDS	Medical and Dental Students survey
OfS	Office for Students
UKPRN	UK Provider Reference Number



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