

Cylchlythyr | Circular

End of Year Monitoring of Higher Education Enrolments 2019/20

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To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in Wales
Response by: 27 November 2020
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This circular gives definitions and guidance to higher education providers relating to the end of year data that are extracted from the 2019/20 HESA student record.

The extraction is performed via the HESA Information Reporting Interface Service (IRIS) and is used to calculate any adjustments to 2019/20 funding, monitor information on initial teacher education and medicine and dentistry courses and establish final numbers of students and credit values at institutions for 2019/20.

If you require this document in an alternative accessible format, please email info@hefcw.ac.uk.



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Introduction

1. This circular gives definitions and guidance to higher education institutions (HEIs) and further education institutions (FEIs) with higher education provision (known collectively as higher education (HE) providers) that are funded directly by the Higher Education Funding Council for Wales (HEFCW). The guidance relates to the end of year data that are extracted from the 2019/20 Higher Education Statistics Agency (HESA) student record via the HESA Information Reporting Interface Service (IRIS) to enable HEFCW to:
 - a) calculate any adjustments to 2019/20 funding;
 - b) monitor provision of medicine and dentistry courses;
 - c) establish final numbers of students and credit values at HEIs and FEIs for 2019/20 for funding modelling and information purposes.

In addition, we will provide information about initial teacher education (ITE) courses leading to qualified teacher status (QTS) to Welsh Government and the Education Workforce Council.

Main changes for 2019/20

2. The main changes made since the EYM 2018 survey are as follows:
 - a) FEIs are no longer required to sign off a list of approved higher education (HE) courses as part of the sign off of IRIS outputs.
 - b) Table 5 now includes a row for part-time provision, and splits academic subject category (ASC) 1 from a single row into one row for medicine and one for dentistry. These changes align EYM Table 5 with the data returned on the higher education students early statistics (HESES) survey Table 3.
 - c) Initial teacher training (ITT) has been renamed to initial teacher education (ITE) throughout this circular and references to Centres of Teacher Education have been changed to refer to ITE Partnerships. Given that the new intake for 2019/20 is now the responsibility of the Welsh Government, we expect that home and EU ITE leading to qualified teacher status (QTS) new entrants are returned as HEFCW non-fundable. Continuing home and EU ITE (QTS) students remain the responsibility of HEFCW and so should continue to be returned as HEFCW-fundable;
 - d) Following the introduction of the Higher Education Classification of Subjects (HECoS), the annex which gives the mapping of subject codes to academic subject categories (ASCs) has been updated to link to the mapping from HECoS codes to ASCs provided on the HEFCW website. See Annex E;

- e) The definitions and criteria used in the extraction of data from the HESA student record have been updated to reflect any changes to the tables for 2019/20 and any updates to the HESA student record for 2019/20. See Annex K;
- f) Annex L, which outlines the use HEFCW makes of the data collected, has been updated to reflect the changes made to the survey tables and HEFCW's use of the data.

Contents

- 3. This circular provides:
 - a) guidance and definitions for the various categories used to classify students;
 - b) information about the criteria used to extract EYM data from the 2019/20 HESA student record via IRIS;
 - c) details of the sign off arrangements for the following tables made available through HESA IRIS outputs:
 - EYM
 - HEFCW National Measures
 - Degree apprenticeships
 - Master's bursaries
 - Part-time fee waiver
- 4. The contents of the annexes are as follows:

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Adjustment of 2019/20 Funding

5. For the purposes of calculating the funding consequences of under-recruitment for 2019/20 funding, credit based teaching funding is recalculated using EYM data. Credit values (for part-time undergraduate students) resulting from modules for which students registered up to and including, as well as after, 1 November 2019 will be used and the number of credit values associated with modules from which students withdraw will be deducted. The signed off EYM tables from the HESA IRIS extraction will be used for this purpose.
6. For 2019/20, as this is an exceptional year due to the COVID19 pandemic, we have made the decision not to apply any adjustment to funding relating to under-recruitment, as we stated we would in HEFCW circular [W20/11HE](#), page 7. Therefore, while we will calculate any adjustments to funding, and subject to additional information being supplied by those providers who have under-recruited, we will not be imposing a financial penalty.

Process for signing off end of year monitoring data extracted from the HESA student record

7. Providers should sign off the EYM data presented in the final 2019/20 HESA student record IRIS output at the 30 October 2020 HESA final submission date.
8. We do not require a hard copy of the signed verifications. Signed verifications should be returned by scanning them and emailing them to James Morgan at hestats@hefcw.ac.uk. The deadline for return of the signed off data is **27 November 2020**. Details about the process will be emailed separately to both authorised signatories and data contacts in September 2020 as a reminder.

Process for signing off other data tables extracted from the HESA student record

9. Several of the other tables produced as part of the IRIS output also require sign off, with the signed verifications returned by the deadline of 27 November 2020. Further details will be included in the reminder sent to authorised signatories and data contacts in September 2020.
10. Those outputs requiring sign off are:
 - a) HEFCW National Measures
 - b) Part-time fee waiver monitoring

- c) Degree apprenticeships monitoring (along with the requested additional information)
- d) Master's bursaries monitoring

Audit of data

- 11. Providers are reminded that EYM data extracted from the HESA student record via IRIS, and any amendments made to the extraction, including methods used to calculate any estimates included in the amendments, are in the scope of the HEFCW external data audit. The systems and processes used to generate the HESA data extracted are in the scope of the institution's internal audits.

Further developments

- 12. We are currently reviewing the format of how we disseminate the information in this circular to providers. We intend to develop an area on our website which we can update with new guidance, examples and queries as necessary. We will keep providers informed of our progress.
- 13. In light of the Data Futures programme being carried out by HESA that involves both HEFCW and HE providers, we will be reviewing HESES for the year of implementation. We will update our guidance and what we collect to reflect the changes and will involve providers in that process.
- 14. In reviewing our guidance, we will be mindful of any interaction between the guidance for this survey and that for returning fee and access plans and other regulatory returns.

Further information

- 15. Any queries should be directed to James Morgan (email hestats@hefcw.ac.uk).

Summary guide to the EYM 2019/20 survey

- 1 The EYM 2019/20 survey circular gives definitions and guidance to providers about the EYM data that are extracted from the 2019/20 HESA student record via IRIS. Not all providers will have data extracted for all tables. Tables 1a, 1b, 1c, 3, 4 and 5 are extracted for all providers.
- 2 Table 2 is extracted only for those with full-time initial teacher education (ITE) leading to qualified teacher status (QTS) provision; and Table 6 is extracted only for University of South Wales.

HESES/EYM population

- 3 The following students are **included** in the EYM extraction:
 - Registered students (i.e. those that have a binding undertaking to pay a fee to a provider (unless the fee has been waived)).
 - Students aiming to obtain a recognised HE qualification.
 - Students studying for at least three per cent of a full-time equivalent or approximately one week of study.
 - Students based in the UK who are part of distance learning or franchise arrangements or who are based at campuses of the provider in the UK.
 - Outgoing exchange students.
 - Students on a year out or part of a year out as part of their course
- 4 Student who are **excluded** from the EYM extraction are:
 - Incoming exchange students.
 - Students whose only activity during the year is writing up a thesis or similar piece of work.
 - Students franchised in from other provider.
 - **Students** franchised to providers outside the UK.
 - Students at campuses outside the UK.
 - Students who are distance learning outside the UK.
 - Students whose provision is part of a validation arrangement only.
 - Students who are dormant for the whole year.

Old and new tuition fee regime

- 5 In this document, old and new tuition fee regimes are referred to. The new fee regime came into effect in 2012 for new FT UG/PGCE students. Under the new fee regime, where an approved fee and access plan is in place, providers can charge students a tuition fee of up to £9,000 per year. Under the old fee regime, in 2011/12, a fee of up to £3,375 could be charged. The fees of up to £9,000 have replaced most of the funding that HEFCW used to allocate using data relating to FT UG/PGCE students.

- 6 It is the assumption that most, if not all, FT UG/PGCE provision is under the new fee regime in 2019/20. However, we refer to the old fee regime where appropriate in some of the guidance, as there may still be a small number of students under the old fee regime.

Distance learning, campuses, franchises and other collaborative arrangements

- 7 Providers are responsible for ensuring that EYM data have been correctly extracted for all their distance learning, campus and franchised out provision in the UK. Distance learning provision outside the UK and provision delivered at campuses or partners outside the UK are excluded from the EYM tables. For HEIs such provision will be included on the HESA aggregate offshore record and will not be extracted through the HESA IRIS EYM tables.
- 8 Definitions used in this circular, defined more fully in Annex C, are:
- **Distance learning:** distance learning students are those that are students of the reporting provider, where staff employed by the reporting provider are responsible for providing all teaching or supervision, but who are located away from the reporting provider and are not part of a franchising or other collaborative arrangement with another provider or organisation. Such students are counted in the same way as other students who are based at the reporting provider, though categorisation into fundability status depends on the location of the student.
 - **Campuses:** Students based at campuses other than the main campus(es) are counted in the same way as students at the main campus(es) though categorisation into fundability status depends on the location of the campus.
 - **Franchise:** this refers to an HE course taught at an provider (the franchisee) which is not directly in receipt of funding from HEFCW for that course, for which quality assurance is provided by another Welsh provider (the franchisor) and for which funding is passed to the franchisee by the franchisor in order to provide the taught course. Students should be registered as students of the franchisor and this can be by registering for the course at the franchisor or franchisee provider. For FT UG courses, funding may be in the form of the tuition fee which could either be provided directly to the franchisee or passed to the franchisee by the franchisor. In all cases the franchisor will return student related data to HESA and HEFCW on behalf of the franchisee.

A franchise can be with publicly funded or non-publicly funded providers in Wales or in the rest of the UK. Whether the franchisee provider is publicly funded or not and the location of the franchisee provider affect the categorisation of students into fundability status.

Where a student is franchised out for only part of the year, they are counted as franchised out if the majority of their provision for the year is franchised out.

- **Other collaborative arrangements:** If students are on courses which are run jointly by two or more providers, where activity takes place at both or all providers, which are not the subject of a franchising or validating arrangement, they should be counted at each provider in proportion to the number of credits associated with delivery at that provider. There may be cases where the IRIS data extraction does not fully reflect the collaborative arrangements that are in place for joint courses. If this is the case providers should submit amendments to the extracted IRIS tables as part of the signing off process.

Students taught as part of other collaborative arrangements, where no activity takes place at the returning provider, with providers or organisations in or outside Wales, not owned by the Welsh HEI, that are not franchising arrangements, are not in the EYM population. These may be, for example, partnerships with non-publicly funded colleges where the provider provides quality assurance or validating arrangements only and does not provide any funding to that college.

A validating arrangement is where a university is responsible for the academic standards and quality of a programme which is monitored alongside its own programmes, but the partner develops, delivers and assesses the programme leading to a university award.

Mergers and wholly owned subsidiary bodies

- 9 Merged providers will be presented in any HESA IRIS outputs as one provider which will include any relevant group provision (see Annex K paragraph 3). Where providers merge and form a group so that some providers are subsidiaries of another provider (the 'parent') then EYM tables will be extracted under the parent provider as returned to HESA. This will be the case whether or not the subsidiaries are legal entities in their own right. Wholly owned subsidiaries are considered to be campuses of the parent provider for the purposes of this survey.
- 10 Interim arrangements for merged providers can be agreed with HEFCW for the first year of reporting to facilitate the extraction of data, for example, HEFCW can provide a breakdown of any comparative data on the EYM tables into the pre-merged providers.

Residential and funding status

- 11 Students are categorised into three types of residential and funding status, home and EU fundable, home and EU non-fundable and Island and overseas. Home and EU students are those with UK or EU residency or who are otherwise entitled to pay home fees as set out in the fees regulations (Annex D gives more details). The three definitions are summarised below. In referring to

funding for a student place, for all categories of student, this would be funding for course costs that are not covered by the tuition fee. For FT UG/PGCE students under the new regime, the source of the tuition fee is also taken into account.

- **Home and EU fundable:** a home and EU student would be fundable by HEFCW unless the student's place receives funding from other sources, is the responsibility of a body other than HEFCW (e.g. ITE (QTS) entrants for 2019/20), or for new regime students, if the tuition fee is paid for by a public source other than HEFCW. A fundable student would be included in funding calculations carried out by HEFCW as appropriate.
- **Home and EU non-fundable:** if a home and EU student's place is funded from sources other than HEFCW, is the responsibility of a body other than HEFCW (e.g. ITE (QTS) entrants for 2019/20), or for new regime students, if the tuition fee is paid from a public source, for example, HEIW, the NHS, Welsh Government (WG) or the Welsh European Funding Office (WEFO); or if a place is funded by HEFCW under a specific scheme such as the degree apprenticeship scheme; or the student is studying at an FEI on a course that is specifically designated, the student would be counted as non-fundable. A student would also be counted as non-fundable if the course they are on is run only for a particular group of students and is not open to anyone who is suitable qualified to apply (referred to as a 'closed' course).

There are also conditions on location of provision which, if not met, mean that home and EU students are counted as non-fundable. Home and EU students franchised to non-publicly funded providers in the UK or publicly funded providers that are outside Wales within the UK are counted as non-fundable unless agreement has been made with HEFCW that Welsh domiciled students on these courses can be considered fundable.

Home and EU distance learning students where the student is based outside Wales within the UK, and the student is not Welsh-domiciled, are counted as non-fundable.

Home and EU students at campuses outside Wales within the UK are counted as non-fundable unless they are Welsh domiciled.

- **Island and overseas:** these are students who are domiciled outside the EU, including students from the Isle of Man and the Channel Islands.

12 Annex M contains a grid which provides a look up to aid categorisation into fundability status.

Academic subject categories and ITE (QTS) specialist subjects

13 On Table 4, registrations are split into academic subject categories (ASCs). These are based on the HECoS code of the course. Registrations can be split

between ASCs except for full-time undergraduate medicine and dentistry registrations and full-time ITE (QTS) registrations which are only counted in ASCs 1 and 11a respectively. Annex E gives more detail and a link to the mapping from HECoS codes to ASCs.

- 14 On Table 2, students studying secondary education ITE (QTS) courses are split by specialist subject. If a course is such that it is in a specialist subject with another subject that is not a specialism then registrations are counted wholly against the specialist subject (Annex E paragraphs 4 to 7 give more detail). HEIs should adjust their HESA IRIS output for EYM Table 2 to reflect this position where necessary.
- 15 On Tables 1a to 1c, each credit value is ascribed to the ASC of the subject taught in the module or unit rather than the subject of the qualification aim of the student. This will be the HECoS code returned on the module entity of the HESA student record. Annex E gives more detail and a link to the mapping from HECoS codes to ASCs on the HEFCW website.

Mode of Study

- 16 The mode of study of a student is determined by how much time they spend studying, whether the student is charged a certain level of fee and whether or not they are on a year out as part of their course. Annex F gives the full definition. There are three modes of study:
 - **Full-time:** a full-time student is normally required to attend (whether at premises of the establishment or otherwise) for periods of a minimum of 24 weeks; **and** a whole full-time fee is chargeable for the current year of the programme of study (which will be a maximum regulated fee for home and EU UG/PGCE students of £9,000 or £3,465 depending on whether they are in the new or old regime respectively).

An exception to this is if the student is in the final year of a full-time course in which they attend for less than 24 weeks in which case it may be that a whole fee is not charged;

- **Full-time sandwich year out:** for a student to be classified as sandwich year out, their course should fit the definition of a sandwich course provided in Schedule 1 6(1) of the Education (Student Support) (Wales) Regulations 2018 (SI 2018 No. 191), or they should be full-time on a study or placement year abroad. In addition the fees chargeable are, for those under the old regime, approximately half the whole full-time fees, and for those under the new regime, regulated fees of £1,800 for a work placement year of a sandwich course and £1,350 for a year studying abroad or on an Erasmus+ work placement abroad.

If a student follows the same pattern of study as other students on a sandwich year out on their course and would be considered to be on a sandwich year out other than that they are an Island and overseas student

and are therefore not subject to regulated fees, then they should be counted as sandwich year out;

- **Part-time:** any student not classified as full-time or full-time sandwich year out should be classified as part-time on the survey.

Level of Study

17 The level of study of a student is determined by the qualification they are aiming for. Recognised HE qualifications are defined in Annex B. There are four levels of study defined: undergraduate non-degree; undergraduate degree; postgraduate taught; and postgraduate research, some of which are further split into franchised out and non-franchised out in the returned data:

- **Undergraduate non-degree:** all undergraduate level courses which lead to a qualification other than a first degree. For example, foundation degrees, HNCs and qualifications leading to certificates for the teaching of further education are non-degree courses.
- **Undergraduate degree:** undergraduate degree students are those aiming for a first degree. This includes degree courses with an integrated Master's year or an integrated foundation year.
- **Postgraduate taught:** postgraduate taught courses are those which require as a normal condition of entry that entrants be already qualified at degree level. Those courses that are mainly taught even though part of the course may include a dissertation are included as postgraduate taught. PGCE courses leading to QTS are included.
- **Postgraduate research:** These are postgraduate courses that are mainly research.

18 Full definitions are given in Annex G.

Completion status - registrations

19 On Tables 3, 4, 5 and 6, only completed or partially completed registrations are counted and non-completions are excluded. Completion status is determined on a year of study basis, not on a course basis. Completion status is defined as follows:

- **Non-completions** are where students do not complete their studies due to withdrawal or dropout, or fail to take part in required assessment procedures for the year.
- **Completions** are all eligible students who are registered or expected to register within the academic year minus those who are expected to not complete. Any transfers between ASCs, modes or levels of study should be included.

- **Partial completions:** some full-time and sandwich students on taught courses that are non-completions can be counted as 0.5 of a completion if they meet certain criteria. If the course is semesterised, this is that the first semester is completed and if the course is not semesterised, that the first four months are completed. The exact criteria can be found in paragraph 16 of Annex H.

Estimation

- 20 When the EYM data are extracted, the number of students registered that have not completed in 2019/20 will mostly be known. There will be some circumstances where estimates have to be made, for example, where students are on a course which spans two academic years. In addition, in 2019/20, HESA have issued some [exceptional guidance](#) around the return of completion data and this may mean that there are more cases where completion status is not known. In general, if providers have to make amendments to the extracted data, estimates should be based on the proportion of non-completions in the previous year or years, or for new provision, information about similar provision in the first year of delivery. However, other methods may be used if providers believe these would provide more accurate estimates.
- 21 The extraction methodology used in IRIS calculates estimates of non-completions where necessary and these are included in the IRIS output. Further information can be found in Annex H, paragraph 14. Where providers use estimates to amend the number of non-completions in the output from IRIS, they should keep auditable evidence to show the basis of these calculations.

Completion status – credit values

- 20 Tables 1a, 1b, 1c and 6 present full-time, sandwich year out and part-time undergraduate and postgraduate taught registrations for the academic year 2019/20 in terms of the credit values associated with the modules, units or courses started in the current academic year. Credit values relating to modules started in the year are counted along with the number of non-completed credit values and the number of completed credit values is calculated and shown in the tables. Annex I paragraphs 19 to 22 describe how to determine completion status in detail and how some non-completions are counted as partial completions. Completion status is defined as follows:
- a) **Non-completions** are where not all of the assessment required for a module or unit has been undertaken.
 - b) **Completions** are where all assessment required for a module or unit has been undertaken.
 - c) **Partial completions:** for modules on full-time and sandwich taught courses only, credit values for non-completed modules can be counted as partially completed if they meet certain criteria: if the course is semesterised and all required assessments due for the module during the first semester have been undertaken then the credit values for the first

semester can be counted as completed; if the course is not semesterised and all required assessments due in the first four months have been undertaken and there is auditable evidence that the student was still in attendance then half the credit values for the module can be counted as completed. The exact criteria can be found in paragraph 22 of Annex I.

Estimation

- 21 When the EYM data are extracted, the number of completed credit values for modules started in 2019/20 will mostly be known. There will be some circumstances where estimates have to be made, for example, where students are on a module which spans two academic years, or where a student is eligible to take part in further assessment for a module after the end of the year in order to complete the module. In addition, in 2019/20, HESA have issued some [exceptional guidance](#) around the return of completion data and this may mean that there are more cases where completion status is not known. In general, where estimates are used to make amendments to the extracted data, they should be based on the proportion of non-completed credits for the module in the previous year or years, or for new modules, information about similar provision in the first year of delivery. However, other methods may be used if providers believe these would provide more accurate estimates. Further information on estimation can be found in paragraph 22 of Annex I. The extraction methodology calculates estimates of non-completions where necessary and these are included in the IRIS output. Where providers make estimates of non-completions to amend the output from IRIS, they should keep auditable evidence to show the basis of these calculations.

Table descriptions

- 22 **Tables 1a, 1b and 1c** include data on credit values for home and EU fundable undergraduate and postgraduate taught students, but not postgraduate research students. Data are a split by level and ASC. The credit values are counted in accordance with the guidelines set out in Annex I. Note that some students excluded from Tables 3 and 4 as non-completions may be shown as completing modules or credit values in Tables 1a, 1b and 1c. Similarly, final year students on non-standard academic year courses may be excluded from Tables 3 and 4 but credit values for modules relating to those students may be recorded in Tables 1a, 1b and 1c.
- 23 **Table 2** includes data about full-time FT UG/PGCE registrations between 1 August and 1 November 2019 on ITE (QTS) courses for each provider delivering such courses. Data are by phase of study (primary or secondary) and by specialist subject for the secondary phase. Registrations are split into UG and PGCE provision. Total registrations between 1 August and 1 November are included along with the number of registrations gaining QTS.
- 24 **Table 3** includes data on all countable completed registrations, by mode and level of study, including a split of the undergraduate levels of study into franchised out and non-franchised out. There are columns for home and EU fundable, home and EU non-fundable and Island and overseas students. This

table aims to have a complete end-year picture of the provision at a provider for the year. Data are counted to one decimal place where full-time taught partial completions are included as 0.5 of a completion.

- 25 **Table 4** includes data on all countable completed registrations for home and EU fundable students, by ASC, mode and level of study, including a split of the undergraduate levels of study into franchised out and non-franchised out.
- 26 **Table 5** includes data on FT and PT UG/PGCE completed registrations split into new entrants and continuing students. Data are presented by ASC group (for full-time provision), level of study (undergraduate and PGCE(QTS)) and by whether the provision is fundable or not. Data are further split into Welsh residential status, EU residential status and other home residential status in order to reflect the different arrangements for tuition fee support and student support for these groups and the interest in monitoring EU students and associated income as a separate group.
- 27 **Table 6** relates to provision at the University of South Wales only and includes information about Performance Element provision in ASC 10 at the University of South Wales.

HESA data

- 28 Annex K gives the criteria by which data are extracted from the HESA student record via the IRIS system for HEIs and HEFCW directly funded FEIs. All end of year monitoring data are now extracted from the HESA student record via IRIS and so particular attention should be given to the fields described in the annex in checking the IRIS EYM table output prior to signing and sending back to HEFCW. It is possible to make amendments to the data prior to sending the signed tables to HEFCW.
- 29 Further guidance and a reminder regarding the return of these tables will be emailed to all authorised signatories and data contacts at providers in September 2020.

Definition of a recognised HE qualification

- 1 A recognised HE qualification is one which is awarded on the successful completion of a prescribed course of HE. Such qualifications include any postgraduate or undergraduate degree, including foundation degree, accredited HE diploma or HE certificate, including HND and HNC. Other professional or vocational qualifications may be included provided they are generally recognised as HE qualifications. Such qualifications, for example, college certificates, are only considered recognised if they are validated by Aberystwyth University, Bangor University, Cardiff Metropolitan University, Cardiff University, Swansea University, the Open University, the University of South Wales, the University of Wales, the University of Wales Trinity Saint David, Wrexham Glyndŵr University or are included (or awaiting inclusion) within the Credit and Qualifications Framework (CQFW).
- 2 Courses, modules or units which enable credit to be obtained towards recognised HE qualifications (as defined above) also fall within the definition of recognised HE courses for the purpose of this survey. This includes programmes or individual courses which include foundation study as an integral part of a longer programme which leads to, or provides credit towards, a recognised HE award, provided the student has registered for the longer programme.
- 3 For FEIs, prescribed courses of HE that lead to a recognised HE qualification are those included in the FEI's portfolio of courses, as agreed with HEFCW. In addition, where a directly-funded FEI has any specifically designated courses as well as the courses in its portfolio, it should also treat these as prescribed HE courses that lead to a recognised HE qualification.

Distance learning, campuses, subsidiaries, franchises and other collaborative arrangements

- 1 Distance learning provision that takes place in the UK, and provision at campuses, wholly owned subsidiaries and franchises that are within the UK are included on the EYM survey. Provision that takes place outside the UK is not included in the coverage of the EYM survey but for HEIs will be included in HESA's aggregate offshore record. Students on study or placement years or part years abroad as part of their course are treated as if their provision is where they normally study when they are not abroad for the purposes of extracting data.
- 2 Where providers are not clear about how students based outside Wales or provision that is part of a franchising or other collaborative arrangement are counted for EYM purposes, they should contact HEFCW for further guidance.
- 3 A reference grid which provides a look up to help categorise students by fundability status based on their location of study is at Annex M.

Distance learning students

- 4 Distance learning students are those that are students of the reporting provider, where staff employed by the reporting provider are responsible for providing all teaching or supervision, but who are located away from the reporting provider and are not part of a franchising or other collaborative arrangement with another provider or organisation. Such students are counted in the same way as other students who are based at the reporting provider, though categorisation into fundability status depends on the location of the student.
- 5 If the student is home and EU and is located within Wales, or is Welsh domiciled and located outside Wales within the UK, then the student can be counted as home and EU fundable, provided they fit the other criteria to be fundable given in Annex D. Home and EU students located outside Wales within the UK that are not Welsh domiciled are included as home and EU non-fundable.
- 6 If a student located outside Wales regularly travels to a campus of the provider, or other premises owned or hired by the provider, that is located in Wales for lectures, tutorials or other teaching or academic requirements, and this makes up the majority of activity for the reporting year, then it is likely that the student is not a distance learning student for that year. If the student spends the majority of the reporting year away from the provider and most academic activity takes place by online or postal correspondence, then the student should be considered to be a distance learning student for that year.

- 7 Distance learning that takes place outside the UK is excluded from the main EYM population and is not included in the extraction. For HEIs data relating to these students will be returned on the HESA aggregate offshore record.
- 8 A year out as part of a sandwich course, exchange scheme or other placement scheme should not be considered to be distance learning. In these cases, the student should be considered to be attending the place of study normally attended when not on their year out in order to determine their fundability status.

Campuses

Campuses based in Wales

- 9 Students based at campuses in Wales are counted as home and EU fundable, home and EU non-fundable or Island and overseas as appropriate.

Campuses based outside Wales in the UK

- 10 Where a provider has a campus outside Wales, but in the UK, only home and EU students based at that campus that are Welsh domiciled should be considered fundable, provided they fit the criteria to be fundable in Annex D. Other students at the campus should be included on the HESA student record as home and EU non-fundable or Island and overseas as appropriate. If a non-Welsh domiciled home and EU student is based at both a campus of the provider in Wales and a campus outside Wales within the UK, then in the year of return, they should only be considered fundable if they spend the majority of their time at the campus in Wales.

Campuses based outside the UK

- 11 Provision at campuses outside the UK is not included in the EYM population, however, such provision should be included by HEIs on the HESA aggregate offshore record.

Wholly owned subsidiary bodies

- 12 Providers may consist of one legal entity or have a group structure where one or more providers are wholly owned subsidiaries of a 'parent' provider that are each legal entities in their own right.
- 13 Wholly owned subsidiaries are considered to be campuses of the parent provider for the purposes of this survey.

Franchises

- 14 The term 'franchise' refers to an HE course taught under a sub-contractual arrangement at a provider (the franchisee) which is not directly in receipt of funding from HEFCW for that course, for which quality assurance is provided by another Welsh provider (the franchisor) and for which funding is passed to the

franchisee by the franchisor in order to provide the taught course. Students should be registered as students of the franchisor and this can be by registering for the course at the franchisor or franchisee provider. For FT UG courses, funding may be in the form of the tuition fee which could either be provided directly to the franchisee or passed to the franchisee by the franchisor.

- 15 Data relating to students taught on the basis of a franchise agreement, referred to as 'franchised out' students, should be included in any data returns by the franchisor on behalf of the franchisee. Undergraduate franchised out assumed completed registrations are categorised separately in Tables 3 and 4.
- 16 If students are part of a franchise arrangement and the franchisee delivers the provision through distance learning, the guidance for franchise arrangements should be followed first and then the guidance relating to distance learning arrangements should be followed in categorising students by fundability status.

Franchises based in Wales

- 17 If the franchisee is in Wales and is a publicly funded provider (i.e. is an HEI or FEI in receipt of funding council or government funding) then the franchised out students are counted in the EYM return at the franchisor. The students will be included as home and EU fundable or non-fundable or Island and overseas as appropriate according to the definitions in Annex D.
- 18 If the franchise arrangement is with a non-publicly funded provider in Wales then any student data are included as home and EU non-fundable or Island and overseas in the EYM extraction. Providers may only return data relating to Welsh domiciled students franchised to non-publicly funded providers in Wales as home and EU fundable on the HESA student record if HEFCW has been notified of the courses these students are on and has agreed that they should be fundable. Details of how to go about getting this agreement are in paragraphs 26 to 28 below.

Franchises based outside Wales within the UK

- 19 If the franchise arrangement is outside Wales within the UK with a publicly or non-publicly funded provider then any student data are included as home and EU non-fundable or Island and overseas in the EYM extraction as appropriate. Providers may only include data relating to Welsh domiciled students franchised to providers outside Wales as fundable if HEFCW has been notified of the courses these students are on and has agreed that they should be fundable. Details of how to go about getting this agreement are in paragraphs 26 to 28 below.

Franchises outside the UK

- 20 Data relating to franchises outside the UK are not included on the EYM survey, however, such provision should be included by HEIs on the HESA aggregate offshore record.

Partial franchises

- 21 Where students are part of franchise arrangement where they are only franchised out for part of the year, they are included as franchised out registrations if the majority of their provision for the year is franchised out, otherwise they are included as non-franchised out.
- 22 In the IRIS system, for credit values, a more detailed split of franchised out provision is made. All credit values are counted as franchised out for modules that are 100% franchised out and where modules are partially franchised out, the proportion of the module that is franchised out is applied to the number of credit values to get the number of franchised out credit values. The wholly franchised out credit values and the partially franchised out credit values are shown in two separate columns in Table 1c. See Annex K, paragraph 38 for further guidance.

Other collaborative arrangements

- 23 If students are on courses which are run jointly by two or more Welsh providers, where activity takes place at both or all providers, which are not the subject of a franchising or validating arrangement, they should be counted at each provider in proportion to the number of credits associated with delivery at each provider. If the course is run jointly between a Welsh provider and a provider outside Wales, then only the provision delivered at the Welsh provider should be included at the Welsh provider. On the HESA student record, courses that are run jointly may not be returned such that data can be counted in this way. Therefore, there may be cases where the IRIS data extraction does not fully reflect the guidance. If this is the case providers should submit amendments to the extracted IRIS tables as part of the signing off process.
- 24 Students taught as part of other collaborative arrangements, where no activity takes place at the returning provider, with providers or organisations in or outside Wales, not owned by the Welsh HEI, that are not franchising arrangements, are not in the EYM population. These may be, for example, partnerships with non-publicly funded colleges where the provider provides quality assurance or validating arrangements only and does not provide any funding to that college. If providers have students that are returned on the HESA student record, but do not fit the criteria to be in the EYM population, they should contact HEFCW to be certain that they are not being excluded from the IRIS EYM tables in error.
- 25 A validating arrangement is where a university is responsible for the academic standards and quality of a programme which is monitored alongside its own programmes, but the partner develops, delivers and assesses the programme leading to a university award.

Approval to count students as fundable

- 26 Where providers wish to seek approval to return data related to Welsh domiciled students franchised to providers outside Wales within the UK or to

non-publicly funded providers within the UK as fundable, they should submit evidence outlining why they think the provision should be fundable, including:

- Details of any franchise arrangement, for example, the organisation franchised to, and if it is with a non-publicly funded provider, why it is with that particular provider and not a publicly funded provider.
- If there are other partners involved, why funding is not available from elsewhere.
- If the provision is bespoke provision for a particular partner, how the course is run so that it is not a closed course run just for that partner.
- The numbers and credits involved by mode, level and domicile.
- Any other relevant information to support the provision being HEFCW-fundable.

- 27 The request should be submitted to Hannah Falvey at hestats@hefcw.ac.uk. Submissions will be considered by HEFCW's Data and Analysis Group at the earliest opportunity. Note that any provision submitted for approval should only be returned as fundable on HESA and HESES if confirmation has been received from HEFCW.
- 28 Any request must be made in time to return the HESES survey data. A retrospective request which would mean data are only included in the EYM data extraction would not be accepted. Therefore, only arrangements which have already received approval should be included as fundable on the HESA student record and subsequently extracted to create the EYM return.

Definition of residential and funding status

Home and EU students

- 1 Home and EU students are those domiciled in the UK or EU (excluding those domiciled in the Channel Islands or the Isle of Man) or who are otherwise entitled to pay home fees, as defined in the Education (Fees and Awards) (Wales) Regulations 2007 (SI 2007 No. 2310), as amended by the Student Fees (Qualifying Courses and Persons) (Wales) Regulations 2011 (SI 2011 No. 691) and the Education (Student Fees, Awards, Qualifying Courses and Persons) (Wales) Regulations 2013 (SI 2013 No. 1792); or are eligible to pay home fees (qualifying persons for the purposes of section 5 of the Higher Education (Wales) Act 2015) as defined in the Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) (Amendment) Regulations 2015 (SI 2015 No. 1484), as amended by the Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) (Amendment) Regulations 2016 (SI 2016 No. 276).
- 2 The above regulations and amendments can be found on the National Archives UK legislation website, www.legislation.gov.uk, under 'Browse Legislation', 'Wales Statutory Instruments'.
- 3 Where reference is made to total home and EU students, this relates to the sum of those fundable and non-fundable as defined in paragraphs 6 and 7 below. 'HEFCW funding' referred to below does not include funding for special initiatives or schemes even if the funding is administered and paid to providers by HEFCW.
- 4 In referring to funding for a student place below we mean funding for course costs that are not covered by the tuition fee. For the purposes of the guidance below, bodies such as Welsh Government, Health Education and Improvement Wales (HEIW), NHS and the Home Office, where providing funding for places on a course that is run to train people that work in that body and the whole course or a large proportion of the course is funded by the body, would be considered to be a public body and not an employer. If an individual were to be employed by a body that would be considered a public body, and the body were to pay for the individual's place on a course then it would be considered to be the employer and the place would be considered to be funded by the student's employer. For home and EU FT UG/PGCE students under the new tuition fee regime, the source of the tuition fee payment is also taken into account when determining fundability status (see paragraph 7 below).
- 5 A reference grid which provides a look up to help categorise students by fundability status is at Annex M.

Eligible for HEFCW funding – home and EU fundable

- 6 Home and EU students are eligible for HEFCW funding unless their place is considered ineligible as described in paragraph 7 below. Where a course is self-financing (i.e. the course is financed by a particular employer or organisation) but open (i.e. other candidates who are suitably qualified may be enrolled), then any additional students that the finance does not cover may be returned as eligible for HEFCW funding.

Ineligible for HEFCW funding – home and EU non-fundable

- 7 Home and EU students ineligible for HEFCW funding are those who may pay a home fee but whose place is not considered eligible for any available HEFCW funding (for example, per capita funding). Students should be considered non-fundable where any of the following apply:

Based on location of the student:

- a) The student is based at a campus outside Wales within the UK or is distance learning outside Wales within the UK, and the student is not Welsh domiciled;
- b) The student is part of a franchise based outside Wales within the UK, or a franchise with a non-publicly funded institution, unless the student is Welsh domiciled and HEFCW has agreed that the provision is fundable;

Based on the funding source:

- c) The student place is on a self-financing course that is closed, i.e. the course is not open to any suitably qualified candidate, for example, courses specifically for particular employers;
- d) The student place is funded by the Welsh European Funding Office (WEFO) through the European Social Fund's Knowledge Economy Skills Scholarships which are part of the Higher Skills Wales programme;
- e) Funding for the student place, or for FT UG/PGCE new-regime students, the tuition fee, is paid from a public source and not directly by the student (via loan/grant or, for example, themselves, their employer or other private source). For example, Welsh Government, HEIW, NHS, Home Office;
- f) For part-time and PGT and old-regime FT UG students, if the student place is funded from private sources;
- g) Funding for the student place is provided through a specific HEFCW scheme, for example, the degree apprenticeship scheme;
- h) The place is the responsibility of a public body other than HEFCW, e.g. Welsh Government for ITE (QTS) entrants from 2019/20;

Based on alignment with research funding criteria:

- i) The students are postgraduate research students who are not in 2014 REF units of assessment (UoAs) included in the QR funding model for 2019/20. These are those UoAs that have at least 3 classified FTE Category A staff and meet a combined volume and quality threshold. Details of the UoAs included in the QR funding model for each institution can be found in Annex A of HEFCW circular W19/14HE '[HEFCW's Funding Allocations 2019/20](#)';

Based on other criteria:

- j) The student is studying on a course at an FEI that is not listed in its agreed portfolio with HEFCW and the course is a specifically designated course.

Island and overseas students

- 8 Island and overseas students are those domiciled outside the UK or EU, or resident in the Channel Islands or the Isle of Man, who are not entitled to pay a home fee.

Definition of ASCs and ITE (QTS) specialist subjects

- 1 HECoS codes of courses and modules are used to assign ASCs. Below is a description of the ASCs with ASCs 1 and 11 being split into sub-categories. The mapping from HECoS codes to ASCs is available on the [HEFCW website](#).

ASC	Name	Description of contents
1	Clinical and Pre-clinical/non-clinical Subjects 1a 1b 1c 1d	Pre-clinical/non-clinical Medicine Clinical Medicine Pre-clinical/non-clinical Dentistry Clinical Dentistry
2	Subjects and Professions Allied to Medicine	Subjects Allied to Medicine (excluding Pharmacology, Toxicology and Pharmacy) Social Work
3	Science	Physical Sciences Biological Sciences Agriculture and Related Subjects Pharmacology, Toxicology and Pharmacy
4	Engineering and Technology	Engineering Technologies
5	Built Environment	Architecture, Building and Planning
6	Mathematical Sciences, IT and Computing	Mathematical Sciences Computer Sciences Econometrics
7	Business and Management	Business and Administrative Studies
8	Social Sciences	Social Studies (excluding Social Work and Econometrics) Law
9	Humanities	Mass Communications and Documentation Linguistics, Classics and Related Subjects Languages and Related Subjects Historical and Philosophical Studies Imaginative Writing
10	Art, Design and Performing Arts	Creative Arts and Design (excluding Imaginative Writing)
11	Education 11a ITE (QTS) 11b Non-QTS	Any ITE leading to QTS Other education

Apportionment of student registrations between ASCs

- 2 The distribution of student registrations between ASCs on Tables 4 and 5 depends on the assigned subject of qualification aim, with the following exceptions:

Initial Teacher Education

- 3 All undergraduate and postgraduate taught registrations on ITE courses leading to QTS are wholly assigned to ASC 11a (Education ITE (QTS)) irrespective of their HECoS codes. ASC 11a contains all and only those students on courses of ITE for primary or secondary teachers which lead to QTS upon successful completion. Courses of ITE for teachers in adult and further education and in-service training for teachers are recorded under ASC 11b (Education non-QTS).

ITE (QTS) secondary education specialist subjects

- 4 Each year, the Welsh Government set national intake targets for ITE (QTS) for the different phases (primary and secondary) and levels of study (undergraduate degree and PGCE). Within these national level targets, the Education Workforce Council (EWC) assigns intake targets for each ITE Partnership by level of study (undergraduate degree and PGCE) and, for secondary education, specialist subject. The specialist subjects for 2019/20 are listed in Table 2 in Annex N. Targets for each ITE Partnership can be found on the [Education Workforce Council \(EWC\) website](#).
- 5 For registrations in secondary education, if a course is joint between specialist subjects, and the ITE Partnership that the provider belongs to has intake targets in both subjects, then registrations should be split between the two specialisms and counted as 0.5 in each specialism. If a course is such that it is in a specialist subject with another subject that is not a specialism, then registrations on that course should be returned wholly against the specialist subject. If there is no split into two specialist subjects, then registrations must be returned as whole numbers.

Medicine and Dentistry

- 6 All full-time undergraduate registrations on courses in medicine and dentistry (including those on intercalated years) are wholly assigned to ASC 1, irrespective of their HECoS codes. Courses other than medicine or dentistry are not assigned to ASC 1, either in part or in whole.

Major/Minor or Balanced combinations

- 7 Where HECoS codes indicate a major/minor or balanced combination of subjects split between two or more ASCs, the students are allocated to the ASCs pro rata to the notional subject weightings and the resulting numbers are rounded to whole numbers or to 0.5 where partial completions are included

(see Annex H, paragraph 16) which, in total, show the correct number of completed student registrations.

Definition of mode of study

Full-time

- 1 Students are classified as registered for full-time study if:
 - a) they are normally required to attend (whether at premises of the establishment or otherwise) for periods of a minimum of 24 weeks; **and**
 - b) a whole full-time fee is chargeable for the current year of the programme of study (which will be a regulated fee for home and EU UG/PGCE students); **or**
 - c) they are in the final year of a full-time course in which they attend for less than 24 weeks.

- 2 Full-time regulated fees for home and EU UG/PGCE students are:
 - a) Regulated fees of up to £9,000 for undergraduates and PGCE (QTS) students who started on or after 1 September 2012;
 - b) Regulated fees of up to £3,465 for undergraduates and PGCE (QTS) students who started before 1 September 2012.

- 3 Full-time students will normally be studying for a qualification at the credit value rate shown below, i.e. studying for the number of credit values for their qualification over the time period specified for a full-time student. Exceptions to this will be where a student repeats a year of study or part of a year of study where a student has not progressed to the next year of study. Where students repeat a year on a full-time or part-time basis, the length of the course is effectively increased and the number of credit values increases accordingly.

Qualification	Credit Values	Normal duration if full-time
Professional doctorate	540	3 years
First degree with integrated Master's	480	4 years
First degree with integrated foundation year	360 for the degree element plus up to 120 for the foundation year	4 years
First degree, plus sandwich or other year out	480 (year out included as 120 credits)	4 years (including 1 sandwich or other year out)
First degree	360	3 years
Foundation degree (with conversion module(s))	240 (+36)	2 years (+ duration of module)

HND	240	2 years
HNC	150	1 year
Master's degree with dissertation	180	1 year (whole 12 months)
Cert HE	120	1 year
Postgraduate diploma	120	1 year
PGCE	120	1 year
Most minor qualifications	60	6 months

- 4 This includes all full-time, sandwich, placement, study and language year abroad students other than those falling within the definition of full-time sandwich year out below.

Full-time sandwich year out

- 5 Students are classified as registered for sandwich year out study if all of the following apply:
- a) they are pursuing studies where their course falls within the definition of sandwich provided in Schedule 1 6(1) of the Education (Student Support) (Wales) Regulations 2018 (SI 2018 No. 191), or they are full-time on a study or placement year abroad; and
 - b) for home and EU students, the fees chargeable are:
 - for those students under the old fee regime that started before 1 September 2012, a regulated fee of approximately half the whole full-time fees that would otherwise be charged if the student were classified as full-time;
 - for those students starting after 1 September 2012 who are under the new fee regime, the fees for sandwich years out and study or placement years abroad:
 - Regulated fees of up to £1,350 for undergraduates who started after 1 September 2012 on courses provided in conjunction with overseas providers (whether or not taken under the Erasmus+ programme), where study at the home institution is for less than 10 weeks.
 - Regulated fees of up to £1,800 for undergraduates who started after 1 September 2012 on sandwich years out that are not Erasmus+ years abroad where study at the home institution is for less than 10 weeks.
- 6 If a student follows the same pattern of study as other students on a sandwich year out on their course and would be considered to be on a sandwich year out other than that they are an Island and overseas student and are therefore not subject to regulated fees, then they should be counted as sandwich year out.

Part-time

- 7 Students are classified as registered for part-time study if they do not meet the requirements to be either full-time or full-time sandwich year out.

Definition of level of study

Undergraduate degree

- 1 Undergraduate degree students are those aiming for a first degree. This includes integrated degree/master's courses or degree courses that have an integrated foundation year. In both cases the activity is counted as undergraduate degree in every year of the course including the master's and foundation years respectively.

Undergraduate non-degree

- 2 Undergraduate non-degree is defined as all undergraduate level courses which lead to a qualification other than a first degree. In general, such courses will be the equivalent of up to two years' full-time study, but the length of the course is not a defining factor when classifying courses as degree or non-degree. The relevant factor is whether the course enables the student to achieve a first degree or some other qualification - it is the latter which are classified as non-degree. Students on all programmes below first degree level should be classified as undergraduate non-degree even if the title of the qualification includes the word 'degree'. In particular, foundation degrees should be classified as non-degree.
- 3 Both full-time and part-time courses leading to certificates for the teaching of further education, returned in ASC 11b, are treated as undergraduate courses regardless of the course or qualification aim returned to HESA.

Postgraduate

- 4 Postgraduate students are those on courses which require as a normal condition of entry that entrants be already qualified at degree level. There are two groups of postgraduate, postgraduate taught and postgraduate research.

Postgraduate Taught

- 5 Postgraduate taught students are those attending courses which are mainly taught even though part of the course may include a dissertation. It includes all students on postgraduate degrees which are not mainly by research.
- 6 PGCE courses are to be included as taught postgraduate courses provided that they lead to QTS.

Postgraduate Research

- 7 Postgraduate research students are those attending courses which are mainly research although these may contain some formal teaching.

Rules for counting registrations

- 1 Only students who meet the following criteria are included in the data extraction:
 - a) they are registered. A registration is considered as a binding undertaking to pay a fee to an provider (unless the fee has been waived) as opposed to an acceptance of a place;
 - b) they are aiming to obtain a recognised HE qualification as defined in Annex B;
 - c) they are studying at least 3 per cent of a full-time equivalent (FTE), or approximately one week of study.

- 2 Included are:
 - a) new registrations;
 - b) students re-registering for second or subsequent years of their study;
 - c) students on non-accredited HE courses only where HEFCW has been notified of these courses and has agreed to their inclusion;
 - d) students registered at FEIs, who are pursuing prescribed HE qualifications as defined in Annex B, where the FEI either receives mainstream funding from HEFCW directly, or, through a franchise agreement (data are returned only by the provider which franchises out the course);
 - e) outgoing exchange students, including Erasmus+ students;
 - f) distance learning in the UK;
 - g) students franchised to other providers in the UK;
 - h) students at campuses in the UK.

- 3 Excluded are:
 - a) incoming exchange students, including Erasmus+ or Junior Year Abroad (JYA) students;
 - b) students whose only activity during the year being counted is writing up a thesis or similar piece of work;
 - c) distance learners outside the UK;
 - d) students franchised to providers outside the UK;
 - e) students at campuses outside the UK;
 - f) students whose provision is part of a validating arrangement only;
 - g) students who are dormant for the whole year.

Students registered for more than one qualification or course

- 4 No full-time or sandwich student should be counted twice in the same academic year; nor should full-time or sandwich students who are registered for the main and an additional qualification offered within a single course be counted twice. However, students who are registered for two separate courses, where one is

full-time or sandwich, and the other is part-time, will be included in Tables 3 and 4 under both full-time or sandwich and part-time. For these purposes, a part-time course should be considered to be separate if the ability to follow that course is not dependent on concurrent enrolment on the full-time course and the student continues to meet all of the study requirements of the main course without increasing the length of the main course. For both full-time and part-time courses which lead to more than one qualification, only a single registration should be included. Providers should ensure that the EYM extraction reflects these criteria.

Non-standard academic years

- 5 Those students who are following programmes of study which do not coincide with the academic year (1 August to 31 July) will be counted once only for each period of up to 12 months of study. They should normally be counted in the year in which the first registration occurs and in the years including the anniversaries of the first registration.

Example 1: A student enrolls for a full-time PhD in April 2018 and completes the programme in March 2021. She should be counted as a registration in HESES/EYM 2017/18, 2018/19 and 2019/20. She is counted three times, once for each 12 month period of full-time study, in the academic year in which she first registered and in the two subsequent academic years containing the anniversary of the first registration.

Final year of full-time study

- 6 Full-time programmes in which the final year does not fit the usual criterion to be full-time in terms of length, i.e. the final year is less than 24 weeks, but the student has not changed their mode of study, will be included as full-time for the whole of the programme.

Example 2: A student enrolls on a full-time undergraduate course that starts on 1 October 2018 and finishes on 31 January 2020. He should be included in HESES/EYM 2018/19 as a full-time registration; and as a full-time registration again in HESES/EYM 2019/20 as even though he attends for less than 24 weeks, he has not changed his mode of study and is still registered as a full-time student.

Example 3: A student enrolls for a full-time 30 month undergraduate course that starts on 1 February 2019 and finishes on 31 July 2021. He should be included as a full-time registration in Table 3, Table 4 and Table 5 (as a new entrant) on EYM 2018/19, and again as a full-time registration in Tables 3 and 4 on EYM 2019/20 and EYM 2020/21, and on Table 5 as a continuing student in both 2019/20 and 2020/21 .

Repeated years of study

- 7 Where students repeat a full year on a full-time basis, and have not progressed to the next year of study, they will be included as a full-time student. Where a

student repeats a year or part of a year on a part-time basis, and there has been no progression to the next year of the course, the student will be included as a part-time student. In both cases, the total length of their course will increase by one year.

Completions and non-completions

- 8 In Tables 3, 4, 5 and 6, the EYM extraction identifies the number of registered students who complete the year of study. This is all eligible students who have registered within the academic year minus those who have not completed. Any transfers between ASCs, modes or levels of study are included.
- 9 Non-completions occur where students do not complete their studies due to withdrawal, dropout, or failure to complete the year of study or take part in required assessment procedures. A registered student should generally be considered to be actively pursuing studies unless the provider has been formally notified of the student's withdrawal from the course. However, non-attendance for examinations generally indicates a student's failure to complete the year of study.
- 10 Completion status is determined on a year of study basis, not on a course basis. For example, a first degree student who takes all assessments required for the first year is counted as a completion for that year.
- 11 Students interrupting their studies for the remainder of the year of study for personal reasons are included in the definition of non-completions.
- 12 Students who sit examinations at the end of the course or year of study and fail them are deemed to have completed their studies and are **not** included as non-completions.
- 13 Students who do not take part in all or some of the required assessment procedures for the year of study, can complete by being assessed after the end of the academic year in order to enable them to progress to the next year or graduate. This will be, for example, where a student who did not sit the original examination within the year because of illness, takes a resit examination that takes place after the end of the academic year or where a student will be handing in coursework after the end of the academic year, by agreement with the institution. Estimates of the number of registrations expected to complete in this way will be included in the number of completions in the tables.
- 14 At the time of extraction of EYM data, it will be known if students who did not complete due to non-attendance at examinations, or non-participation in other assessment procedures, are eligible to take part in further assessment after the end of the academic year in order to complete. It will also be known for the previous year how many of those eligible to complete under these circumstances actually went on to complete. An estimate of such students will be included in the EYM extraction. In making any amendments to the EYM extraction, providers should use the proportion of these students who did complete in the previous year, to estimate the number of such students who will

complete for 2019/20. Providers must keep auditable evidence to show the basis of their calculations. Where the student has failed to take part in required assessment procedures and there is no alternative arrangement to assess the student, they are counted as a non-completion.

15 Some non-completions can be included as partial completions, and these are described in paragraph 16 below. Where registrations fall into the definition of partial completions, and returned as such on the HESA student record, they will be included in the total returned as 0.5 of a completion.

16 For **full-time and sandwich taught** courses only, registrations are considered as having partially completed in the following cases:

a) *Where the course is semesterised, if*

- individual modules are presented on a semester basis; and
- the student has not withdrawn before the end of the semester in which the modules start; and
- the student has taken part in all assessment procedures required for the modules pursued that take place during or immediately after the end of the semester;

then, even if there is additional assessment of the work undertaken during the semester that falls at the end of the year of study, the student can be counted as a partial completion.

b) *Where the course is not semesterised, if*

- the student has not withdrawn in the first four months of attendance; and
- the student has taken part in all assessment procedures required for all modules started in the first four months, that take place during the first four months; and
- there is auditable evidence to show that the student was still in attendance at the end of the four months;

then, even if there is additional assessment of the work undertaken during the first four months that takes place at the end of the year of study, the student can be counted as a partial completion.

Example 4: A student enrolls for a semesterised full-time undergraduate course that normally starts on 1 October 2018 and finishes on 30 June 2020. She completes the first semester of the first year but drops out in the second semester due to personal reasons. She rejoins the course in the 2019/20 academic year and completes the whole of the first year, and then goes on to complete the second year of the course in the 2020/21 academic year. She should be included in EYM 2018/19 as 0.5 of a full-time completed registration in Table 3, Table 4 and Table 5 (as a new entrant). In 2019/20 and 2020/21 she should be included on EYM Table 3 and Table 4 as a full-time registration and in Table 5 as a continuing student.

Example 5: 23 students enrol for a full-time first degree course. 2 students fail the first year and do not progress onto the second year of the course, instead, they repeat the whole of their first year on a full-time basis. They would be counted as a registration four times, twice for the first year of their course and once each for the second and third years of the course.

Example 6: 57 students enrol for a full-time first degree course starting in October 2019. 2 students fail the first year. The first student failed 2 modules out of a total of 10 modules and so was eligible to progress to the second year providing the 2 failed modules were retaken alongside the second year modules. This student would be counted as a full-time student three times, once for the first year of the course in 2019/20, once for the second year of the course in 2020/21 and once for the third year of the course in 2021/22.

The second student failed 5 of the 10 modules taken in the first year and did not progress to the second year of the course. He retook the 5 failed first year modules on a part time basis in the 2020/21 academic year with the intention of resuming full-time study for the second year of the course in 2021/22. He would be counted as a full-time student for the first year of the course in 2019/20, as a part-time student in his second year at the institution in 2020/21, and as a full-time student in the second and third years of the course (in his third and fourth year at the institution) in 2021/22 and 2022/23.

- 17 Further examples can be found in Annex H of the HESES 2019/20 circular [W19/39HE](#).

New entrants and continuing students– home and EU undergraduate and PGCE (QTS) – Table 5

- 18 Data relating to undergraduate and PGCE (QTS) students are included on Table 5.

New entrants

- 19 For the purposes of extracting data to Table 5, new entrants are defined as students that are in their first year of study. This includes:

- students undertaking a foundation year (year 0) as an integrated part of an HE course;
- students entering directly into year 2 or a subsequent year of a course.

Not included as new entrants are:

- students who have already completed an integral foundation year (year 0);
- students retaking the first year of a course;

- students transferring from another course after spending their first year at the provider on the original course;
- students who have completed an HND or foundation degree who take a top-up year to study for a degree at the same provider;
- students who resume study after a period of inactivity.

- 20 If a student is on a course such that the first year of the course spans two academic years, they will only be counted as a new entrant in the academic year containing the start of their first year at the provider.

Example 7: A student starts a full-time HND course in 2018 and completes the course gaining an HND in 2020. He then goes on to do a top-up year at the same institution in order to gain a degree and completes this in 2021. He would be included as an undergraduate non-degree new entrant in Table 5 on EYM 2018/19 only, and **not** counted as a new entrant in Table 5 of EYM 2020/21.

Continuing students

- 21 Students counted as continuing students on Table 5, are defined as students who are in their second or further year of study at the provider and are registered for a prescribed HE course leading to a recognised HE qualification. This will include those that:

- are retaking the first year of a course;
- have transferred in from another course after spending their first year at the provider on the original course;
- are starting the first year of a course after completing an integral foundation year.

- 22 If a student is on a course such that a year of the course spans two academic years, they will only be included in the academic year containing the anniversary of their start date.

Split of home and EU residential status and eligibility for funding status

- 23 Data relating to home and EU new entrants and continuing students at the provider are requested broken down into Welsh residential status, EU residential status and other home residential status. For the purposes of extracting data in Table 5, residential status is based on the domicile as returned on the HESA student record.
- 24 Data are also requested split into fundable and non-fundable. These categories follow the definitions in Annex D with the exception that HEIW/NHS-funded students are **excluded** from the registration count.

Rules for counting credit values

- 1 Full credit value data is included in the EYM extraction to enable any adjustments to funding to be calculated, and for an end of year credit value total to be calculated.
- 2 The guidance below should be used by providers in checking credit value data extracted as part of the IRIS outputs in Tables 1a, 1b, 1c and 6.
- 3 Annex K contains details of how we extract credit value data from the HESA student record via IRIS.
- 4 Only credit values associated with modules, units or courses relating to registrations that are eligible to be counted as defined in Annex H, that are home and EU fundable, are included in the extraction.
- 5 The numbers of credit values associated with enrolments are calculated by multiplying the total number of enrolments on each module, unit or course by the number of achievable credit values associated with the module, unit or course. For example, if 50 students are registered on a module from which 10 credit values may be achieved, the number of credit values to be recorded is 500. Credit values to be recorded are the credit values associated with the module, unit or course being pursued, not those successfully achieved.
- 6 All credit based data should conform to the Credit and Qualifications Framework for Wales (CQFW), except that the level of study should be that of the overall qualification aim and not that of the unit or module, if different.
- 7 The total numbers of credit values recorded for each course should not exceed that shown in the table in paragraph 3 of Annex F, for each student over the course as a whole, unless a year of study or part of a year of study is repeated where a student has not progressed to the next year of study (see paragraph 16 below). If there are courses which do not fit into the categories in the table, HEFCW should be contacted for advice.
- 8 Where an institution has not formally allocated CQFW credit values to elements of its programmes, then notional credit values should be returned on the basis of the CQFW standard. This is 120 credit values for one academic year of HE experience for full-time undergraduates, apart from HNCs, for which the standard is 150 credit values; 180 credit values for postgraduates with one full 12 month year of HE, for example, an MSc with dissertation; and 120 credit values for postgraduate courses of less than a full 12 months, for example, a postgraduate diploma without a dissertation. In this context, it will be helpful to note the CQFW definition of the study year in terms of notional learning time: 1,200 hours for undergraduates (academic year); 1,800 hours for

postgraduates (12 month year). (See [CQFW guidance](#) and [QAA frameworks document](#).)

- 9 The level of study of the credit is assumed to be that of the qualification aim of the student.
- 10 Each module or unit is assigned to the academic year in which the module or unit started, and all credit values associated with that module or unit shown in EYM in that academic year only. In this way each credit value will be counted once only, even if the module or unit spans two academic years.
- 11 If a course is not yet modularised, notional credit values based on the maximum numbers that can be claimed over the course as a whole should be returned.
- 12 Only modules essential for the award of the qualification will be counted, and these are expected to be returned as countable on the HESA student record. Optional or elective modules not essential to the award of the qualification must **not** be returned as countable.

Example 1: A student enrolls for a part-time course on 1 February 2020 and completes the programme on 31 May 2022. The credit values to be extracted for EYM 2019/20 would be those associated with modules/units commenced between 1 February 2020 and 31 July 2020 and would be in column 2 of Table 1c. Those relating to modules/units commencing between 1 August 2020 and 31 July 2021 would be in column 1 of Table 1c of EYM 2020/21; and those relating to modules/units started between 1 August 2021 and 31 May 2022 would be in column 1 of Table 1c of EYM 2021/22.

Example 2: A student enrolls for a part-time HNC on 1 October 2018 and finishes on 30 June 2020. All credit values associated with modules/units started in the period 1 October 2018 to 31 July 2019 would be extracted for EYM 2018/19 and all credit values associated with modules/units started in the period 1 August 2019 to 30 June 2020 would be extracted for EYM 2019/20. The overall total number of fundable credit values for the course as a whole in EYM 2018/19 and 2019/20 should not exceed 150 credit values.

Apportionment of credit values between ASCs

- 13 Each credit value is ascribed to the ASC of the subject taught in the module or unit rather than the subject of the qualification aim of the student. This will generally correspond to the HECoS code returned on the module entity of the HESA student record - see Annex K. For example, a mathematics module for business students will generally be ascribed to ASC 6, Mathematical Sciences, IT and Computing, not ASC 7, Business and Management. The HECoS to ASC mapping given in Annex E will be used to categorise credit values into ASCs based on the HECoS code of the module.

- 14 Credit values relating to ASC 11a are not distributed across other ASCs; all are counted against ASC 11a. Credit values relating to individual modules of courses other than medicine and dentistry or ITE (QTS) courses are not assigned to ASC 1 or ASC 11a.

Modules taken on a not for credit basis

- 15 If part-time students are taking module(s) which are credit bearing but on a not for credit basis, and this is the only study they are undertaking in the reporting year, then the credits associated with these modules can be excluded from the return provided the intention of the student not to take the assessment has been recorded at the outset of the module(s). It is not a requirement that there is a formal process in place to record the students intentions for these modules, however, in order to manually exclude these credits from the extraction, this process must be in place. This will generally apply to students taking continuing education type provision who are not aiming for a HE qualification aim and have no intention from the outset of gaining credit that can be counted towards one.

Example 3: A part-time module worth 10 credits starts in February 2020, finishing in May 2020. 23 students enrol on the module, which is the only module they are taking in the year, and are asked at the start of the module if they intend to take the exam at the end of the module, and this is formally recorded by the institution. 6 students declare that they will not be taking the exam and so took the module on a not for credit basis. 170 credits are counted in column 1 of Table 1c, relating to the 17 students who took the assessment for the course. Of the 6 students who declared they would not take the exam, 1 changes their mind and sits the exam in May. Therefore, in column 1 of Table 1c, 180 credits are counted. Any adjustment to the HESA data extracted would be done by providers during the sign off process.

Repeated years

- 16 Where students repeat a year on a full-time or part-time basis, the length of the course is effectively increased and the number of values increases accordingly (for example, a part-time degree usually lasting six years where 60 credits are taken per year with a repeat year becomes a seven year degree equivalent to 420 fundable credit values). Credit values associated with students repeating a full year on a full-time basis, where the student has not progressed to the next year of study, are counted. Similarly, credit values associated with students repeating a semester or part of the year on a part-time basis who have not progressed to the next year of study and are not taking any modules relating to the next year of study, are counted. However, credit values associated with repeat modules where the student has progressed to the next year of study are **not** counted, unless the credit values associated with the module were counted as not completed in the previous year. In such cases, where credit values associated with a repeat module are counted, the maximum number of credit values over the whole course should not exceed those listed in paragraph 3 of Annex F. Modules returned on the HESA student record should be recorded as countable or not countable accordingly so that they can be extracted correctly.

- 17 Where a student studying for a full-time course is also studying for a part-time course which is eligible to be counted, as described in paragraph 4 of Annex H, then the credit values relating to modules of the part-time course are counted.

Completions and non-completions

- 18 A module or unit and the credit values associated with it are counted as completed if all assessment required for that module or unit has been undertaken. Otherwise, the module or unit and the credits associated with it are counted as not completed.
- 19 Where a student withdraws or drops out of their course having completed some modules or units, or continues but withdraws or drops out of some modules or units, only the credit values associated with those modules or units that were not completed are included as non-completions. Credit values associated with the completed modules or units are **not** counted as non-completions.
- 20 Credit values associated with students who do not take part in all or some of the required assessment procedures for a module or unit for the year of study, can be counted as completed if the student is assessed after the end of the academic year in order to enable the student to progress to the next year or graduate. This will be, for example, where a student who did not sit the original examination for the module or unit within the year, because of illness, takes a resit examination that takes place after the end of the academic year or where a student will be handing in coursework for the module or unit after the end of the academic year, by agreement with the institution. However, at the time of extraction of the EYM data, these credit values will be classified as not completed, according to the definition above, as the student will not have taken part in the required assessment for the module, and it will not yet be known whether they will take the assessment after the end of the academic year. Paragraph 23 below explains how estimates of the numbers of such credit values are included in the EYM extraction and can be amended by providers at sign off.
- 21 At the time of extraction of the EYM data, it will be known if students who did not complete a module due to non-attendance at examinations, or non-participation in other assessment procedures, are eligible to take part in further assessment after the end of the year in order to complete the module. It will also be known for the previous year how many of those eligible to complete under these circumstances actually went on to complete the module. The EYM extraction estimates the number of non-completions. If amendments are necessary to reflect students in this situation, providers should use the proportion of these students who did complete the module in the previous year, to estimate the number of such students who will complete the module for 2019/20, and therefore the number of credit values associated with them that should be counted as completed. (See example 4 below). Providers must keep auditable evidence to show the basis of their calculations. Where assessment procedures for a module or unit have not taken place, and there is no alternative arrangement to assess the student for that particular module or unit,

the credit values associated with the module or unit should be counted as not completed.

22 For **full-time and sandwich taught** courses only, credit values for non-completed modules may be returned as partially completed on the HESA student record in the following cases:

- a) *Where the course is semesterised, if*
- all required assessments due for the module during the semester in which the module starts have been undertaken;
- then, even if there is additional assessment for the module at the end of the year of study, credit values relating to the module for the first semester can be counted as completed.
- b) *Where the course is not semesterised, if*
- all required assessments due for the module in the first four months of attendance have been undertaken; and
 - there is auditable evidence that the student was still in attendance at the end of the four months;
- then, even if there is additional assessment for the module at the end of the year of study, half the credit values associated with the module can be counted as completed.

Example 4: 10 students enrol for a part-time course in English starting in May 2020. The first module of the course, which is worth 20 credit values, starts in May 2020 and finishes in October 2020. In the previous year, out of 12 students starting the equivalent module, 1 withdrew from the module in June and 2 withdrew from the module in August, having taken no assessment for the module. In column 2 of Table 1c, $10 \times 20 = 200$ credit values are counted in ASC 9. In column 3, an estimate of the number of credit values not completed, based on previous years' data, calculated as $3/12 \times 10 \times 20 = 50$, is counted in ASC 9. The total number of assumed credit values for the module, calculated in column 4, would be 150.

Example 5: 57 students enrol for a part-time first degree course in October 2019. 1 student fails 2 out of 3 modules taken in the first year and does not progress to the second year of the course. All modules are worth 20 credits each. The student retakes the 2 failed first year modules in the 2020/21 academic year with the intention of resuming study for the remainder of the course in 2021/22. In the first year of the course, 60 completed credit values would be counted on Table 1c for 2019/20 for the student. For the year in which the student repeated the 2 failed modules, 40 credit values would be counted, on Table 1c for 2020/21. For the second year of the course (the student's third year at the institution), 60 credit values would be counted on Table 1c for 2021/22, and similarly, 60 credit values would be counted for each subsequent year. The number of credit values counted in total for this student over the whole course, assuming they took 60 credits per year for the rest of the course and did not repeat any more modules, which has taken seven years, would be 400.

Table and column descriptions

Directly funded HEIs and FEIs

- 1 All tables will be as drawn from the HESA student record as part of the IRIS transaction.
- 2 For merged providers EYM tables extracted through the HESA IRIS system will be presented as one institution that includes all providers that were part of the merger.
- 3 In all tables, data relating to franchised out students are included in the tables of the franchisor only (see Annex C, paragraph 14) and included in all relevant columns.
- 4 Data returned in Tables 3, 4, 5 and 6 are shown to one decimal place, where full-time taught partial completions are included as 0.5 of a completion. In Table 4, completed registrations are apportioned between ASCs, and figures are rounded to whole numbers or the nearest multiple of 0.5, as described in Annex E, paragraph 7.
- 5 Data on Table 2 are shown as whole numbers unless secondary education registrations have been split between specialist subjects, as described in Annex E, paragraph 5, when 0.5 is counted against each subject. Secondary education totals within each level of study (undergraduate degree or PGCE) will be whole numbers.

Table 1a, 1b and 1c

- 6 Tables 1a, 1b and 1c include information on all home and EU fundable assumed completed credit values for the academic year 2019/20 by level of study (with undergraduate split into degree and non-degree on Tables 1a and 1b), mode of study, whether the credit value is wholly or partially franchised out or not and ASC. Credit values are included in accordance with the guidelines set out in Annex I.
- 7 The tables have four principal columns.
 - **Column 1:** Numbers of credit values arising from registrations on modules, units or courses between 1 August 2019 and 1 November 2019 inclusive. Figures are net of all known transfers, withdrawals and dropouts occurring up to 1 November 2019.

- **Column 2:** Numbers of credit values arising from forecast new registrations on modules, units or courses after 1 November 2019. Figures recorded here are after allowance for transfers after 1 November 2019.
- **Column 3:** Numbers of credit values associated with non-completions of modules, units or courses, after 1 November 2019. Credit values in column 3 are a subset of those returned in columns 1 and 2.
- **Column 4:** This shows the overall assumed completed credit values to be used in the calculations of the main teaching funding arising from registrations on modules, units or courses for the academic year 2019/20. It is the sum of columns 1 and 2, minus column 3.

8 Table 1c has two further columns.

- **Column 5a:** The number of assumed completed credit values associated with students who are wholly franchised out. See Annex C and Annex K paragraph 22 for further guidance. Credit values included here are net of all known or predicted transfers or non-completions, consistent with column 4, and are a subset of the data returned in column 4.
- **Column 5b:** The number of assumed completed credit values associated with students who are partially franchised out. See Annex C and Annex K paragraph 22 for further guidance. Credit values included here are net of all known or predicted transfers or non-completions, consistent with column 4, and are a subset of the data returned in column 4.

Table 2

- 9 Table 2 shows information about home and EU full-time ITE (QTS) registrations in ASC 11a between 1 August 2019 and 1 November 2019 inclusive. The table shows information by:
- Phase (secondary or primary)
 - Level of study (undergraduate degree or PGCE)
 - Specialist subject of study for secondary phase. Within the 24 secondary subjects it should be noted that:
 - i. Mathematics includes Statistics;
 - ii. Physical Education includes Movement Studies and Dance.
- 10 Figures are net of all known transfers, withdrawals and dropouts occurring up to 1 November 2019. Those registrations repeating the first year of the course are excluded from the table.

Table 3

- 11 Table 3 includes information on all assumed completed student registrations for the academic year 2019/20 by level of study (with undergraduate split into degree and non-degree), mode of study, whether the registration is franchised out or not (undergraduate only) and residential and fundability status.

Registrations are included in accordance with the guidelines set out in Annex H.

12 The table has four columns.

- **Columns 1a to 1c:** Numbers of assumed completed full-time registrations, split into home and EU fundable, home and EU non-fundable and Island and overseas. Figures are net of all known and predicted transfers, withdrawals and dropouts.
- **Column 2a to 2c:** Numbers of assumed completed sandwich year out registrations, split into home and EU fundable, home and EU non-fundable and Island and overseas. Figures are net of all known and predicted transfers, withdrawals and dropouts.
- **Column 3a to 3c:** Numbers of assumed completed part-time registrations, split into home and EU fundable, home and EU non-fundable and Island and overseas. Figures are net of all known or predicted transfers, withdrawals and dropouts.
- **Column 4a to 4c:** These columns show the overall number of assumed completed registrations. It is the sum of columns 1, 2 and 3, split into home and EU fundable, home and EU non-fundable and Island and overseas.

Table 4

13 Table 4 includes information on all home and EU fundable assumed completed registrations for the academic year 2019/20 by level of study (with undergraduate split into degree and non-degree), mode of study, whether the registration is franchised out or not (undergraduate only) and ASC.

14 The table has four columns:

- **Columns 1a to 1f:** Numbers of assumed completed home and EU registrations for full-time undergraduate and postgraduate students, in terms of headcount of individuals.
- **Column 2a to 2f:** Numbers of assumed completed home and EU registrations for sandwich year out undergraduate and postgraduate students, in terms of headcount of individuals.
- **Column 3a to 3f:** Numbers of assumed completed home and EU registrations for part-time undergraduate and postgraduate students, in terms of headcount of individuals.
- **Column 4a to 4c:** These columns show the overall number of assumed completed home and EU fundable registrations. It is the sum of columns 1, 2 and 3, split by level of study.

Table 5

- 15 Table 5 includes information on assumed completed home and EU fundable and non-fundable (**excluding** those funded by HEIW/NHS) registrations that are undergraduate or PGCE (QTS) new entrants or continuing students at the provider for the academic year 2019/20. Data are presented by whether the student is a new entrant or continuing at the institution. The data are a subset of those returned in Table 3. Registrations are included in accordance with the guidelines set in Annex H. Figures are net of all known transfers, withdrawals and dropouts. There are four ASC groups, ASCs 1a and 1b; ASCs 1b and 1d; ASCs 2 to 10 and 11b; and ASC 11a.
- 16 The table is split into two subtables containing data about completed registrations.
- New entrants - columns 1 to 7.
 - Continuing students at the institution – columns 8 to 14.
- 17 The columns contained within each of these sub tables are described below:
- **Columns 1, 8:** Number of completed HEFCW-fundable registrations that have Welsh residential status.
 - **Columns 2, 9:** Number of completed HEFCW non-fundable registrations (other than those funded by HEIW/NHS) that have Welsh residential status, split by level of study.
 - **Columns 3, 10:** Number of completed HEFCW-fundable registrations that have EU residential status.
 - **Columns 4, 11:** Number of completed HEFCW non-fundable registrations (other than those funded by HEIW/NHS) that have EU residential status, split by level of study.
 - **Columns 5, 12:** Number of completed HEFCW-fundable registrations that have home residential status other than Welsh.
 - **Columns 6, 13:** Number of completed HEFCW non-fundable registrations (other than those funded by HEIW/NHS) that have home residential status other than Welsh, split by level of study.
 - **Columns 7, 14:** Total number of completed home and EU registrations under the new fee regime. The calculation is done automatically in the spreadsheet.

Table 6

- 18 Table 6 presents information about Performance Element provision in ASC 10 at the University of South Wales. The criteria used to extract the information from the HESA student record is defined in Annex K paragraph 39.

19 The table has the following columns over three sub-tables:

Table 6a and 6b – credit values

- **Columns 1 to 4:** Numbers of assumed completed home and EU fundable credit values associated with ASC 10 performance element related registrations at the University of South Wales. Table 6a shows data about full-time credit values and Table 6b about part-time credit values. The columns on each of Tables 6a and 6b are of the same format as those included in paragraph 6. The credit values are a subset of those included for ASC 10 in Tables 1a and 1c.

Table 6c – registrations

- **Columns 1a and 1c:** Numbers of assumed completed home and EU fundable registrations for full-time undergraduate and postgraduate students enrolled on ASC 10 performance element related courses at the University of South Wales.
- **Columns 3a and 3c:** Numbers of assumed completed home and EU fundable registrations for part-time undergraduate and postgraduate students enrolled on ASC 10 performance element related courses at the University of South Wales.
- **Columns 4a and 4c:** Total numbers of assumed completed home and EU fundable registrations enrolled on ASC 10 performance element related courses at the University of South Wales, by level of study.

HESA/HESES mappings and end of year monitoring data extraction criteria

- 1 This annex provides mappings which HEFCW will use to extract EYM and other data from the HESA student record, including as part of the HESA IRIS process. It should be noted that in some cases it is not possible to define HESES/EYM categories entirely in terms of HESA fields. In particular, where students follow non-standard academic years and patterns of study within the institution are not the same from year to year, there may be discrepancies in comparisons made.
- 2 In all cases, the HESES rules must be followed when completing the HESES return. In coding student data for the HESA student record, where fields ask for funding council definitions to be used then it is those contained in this circular that should be used. However, it should not be assumed that students fall into a particular HESES category solely on the basis of the coding of HESA fields as there may be cases where only an approximate match of definitions can be made.
- 3 The EYM tables for merged providers extracted through the HESA IRIS system will be presented as one institution. This enables estimations to be calculated on an institution wide basis, however, the HESA IRIS EYM student data sheets include an INSTANCE.CAMPID field for checking purposes.
- 4 The mappings show the name of the relevant HESA field in the form of ENTITY.FIELDNAME. Guidance relating to the HESA fields can be found in the HESA student record coding manual, available at www.hesa.ac.uk.
- 5 HESA have issued some exceptional guidance for the 2019/20 student record, to take account of the exceptional circumstances and changes to provision that providers and students have experienced this year. This should be followed when submitting 2019/20 HESA student data. It may be the case that some of the coding used for 2019/20 is different to that used in previous years. Should this cause any issues for the EYM IRIS data extraction we will aim to amend the extraction as and when we find the issue, but will be using the extraction criteria as set out below to start the EYM extraction process.

HESES/EYM population

- 6 The following categories of students are excluded from the HESES/EYM population:

Students not studying towards a recognised HE qualification aim or a credit that can be counted towards one	COURSE.COURSEAIM = All P, Q, R, S, X codes and C99, H99, I99, J99, L99, M99.
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Dormant or sabbatical	INSTANCE.MODE = 51, 63, 64
Incoming exchange students	INSTANCE.EXCHANGE = 4, G
Students studying for less than 3% FTE	INSTANCE.STULOAD < 3
Specific exclusions	INSTANCE.FUNDCOMP = 9

- 7 The following students, though in the population, will not be counted as registrations for HESES/EYM (some credit values associated with these students may be counted where a module is started in 2019/20):

Writing up students	INSTANCE.MODE = 43, 44
Students in their final year attending a course which follows a non-standard academic year	INSTANCE.TYPEYR = 2 and INSTANCE.ENDDATE ≤ 31072020 and INSTANCE.ENDDATE ≤ anniversary of INSTANCE.COMDATE in 2019/20 plus two weeks

HESES/EYM categorisation

Residential status and eligibility for mainstream funding

- 8 Students will be categorised into residential status and eligibility for funding as follows:

Home and EU fundable	INSTANCE.FUNDCODE = 1
Home and EU non-fundable	INSTANCE.FUNDCODE = 2 and INSTANCE.FEEELIG = 1, 3
Island and overseas	Otherwise

- 9 In using this coding to categorise home and EU students as non-fundable, we are assuming that where INSTANCE.FEEELIG is 3 that the student is home and EU, as eligibility of Island and overseas students is likely to have been assessed in order to inform the level of fee charged. This could lead to some students being categorised as home and EU non-fundable where in fact they should be Island and overseas. Providers should pay regard to the coding of this field in order to ensure that students are correctly categorised.
- 10 Home and EU undergraduate and PGCE registrations will be further categorised by residential status, using domicile as a proxy (see paragraph 20 below), into Welsh and EU residential status and other UK residential status. In doing this for Table 5 of EYM/Table 3 of HESES, registrations will also be categorised by funding eligibility categories, HEFCW-fundable and non-fundable, with HEIW/NHS-funded students excluded. See paragraph 20 below.

Assignment to ASCs

Registrations

- 11 Full-time registrations will be assigned to ASCs on the basis of the HECoS codes shown in COURSESUBJECT.SBJCA and the proportions in each subject shown in COURSESUBJECT.SBJPCNT, with the exceptions of full-time undergraduate medicine and dentistry (ASC 1) and full-time undergraduate and PGCE ITE (QTS) (ASC 11a). The mapping between HECoS codes and ASCs linked to in Annex E will be used.
- 12 Where postgraduate medicine or dentistry provision is coded using the general HECoS codes 100271 (medicine) and 100268 (dentistry), it will be assumed to be non-clinical.

Full-time undergraduate medicine and dentistry provision

- 13 Full-time undergraduate medicine and dentistry registrations will be assumed to be those with all course subjects of study in HECoS codes as given in the mapping linked to in Annex E, as they cannot be split between ASCs in returning data on the HESES survey. Students on courses coded as both non-clinical and clinical medicine or dentistry will be categorised into non-clinical or clinical based on the year of programme (e.g. if a course is coded as 50% pre/non-clinical medicine and 50% clinical medicine then if the first year of the course is known to be pre-clinical, then students in the first year will be coded as non-clinical medicine). ASCs will be assigned as follows:

	COURSESUBJECT.SBJCA
Non-clinical medicine	100276
Clinical medicine	100267, 101309, 101324, 101325, 101327, 101331, 101334, 101336, 101337, 101339
Non-clinical dentistry	100275
Clinical dentistry	100266

- 14 Year of programme will be assigned as follows:

Registrations on intercalated years	INSTANCE.INTERCALATE = 01
Year of programme	INSTANCE.YEARPRG
Year 0	00
Year 1	01
Year 2	02
Year 3	03

Full-time undergraduate and postgraduate taught ITE (QTS) (ASC 11a)

- 15 Registrations will be assigned to ASC 11a, ITT (QTS), where COURSE.TTCID = 1. Registrations will be further categorised as follows:

Primary phase	INSTANCE.ITTPHSC = 53, 61-65
Secondary phase	INSTANCE.ITTPHSC = 55 to 57 Subject of study will be assigned using COURSESUBJECT.SBJCA and COURSESUBJECT.SBJCNT (with manual adjustments if necessary to ensure that subjects are counted against the correct specialisms where the course includes more than one subject)
Gained QTS	QUALIFICATIONSAWARDED.OUTCOME = 1
Year of programme	INSTANCE.YEARPRG
Year 1	01
Year 2	02
Year 3	03
Year 4	04

Credits

- 16 Credit values, taken from MODULE.CRDTPTS, are assigned to ASCs according to the HECoS codes of the module, returned in MODULESUBJECT.MODSBJ, and the respective proportions in each subject, returned in MODULESUBJECT.MODSBJP, using the mapping linked to in Annex E.
- 17 Exceptions to this are medicine and dentistry courses and ITT (QTS) courses. Modules will only be assigned to these subjects if the course is medicine and dentistry or ITE (QTS). For postgraduate medicine courses, if the module subject MODULESUBJECT.MODSBJ is coded using any HECoS 'medicine & dentistry unclassified' code (100268,100271), then the credits will be included in the non-clinical medicine category (ASC 1a).

Mode of study

- 18 Mode of study is categorised as follows:

Full-time	INSTANCE.MODE = 01 or INSTANCE.MODE = 23, 24 and INSTANCE.SPECFEE ≠ 1, 2, 3
-----------	---

Full-time sandwich year out	INSTANCE.MODE = 23, 24 and INSTANCE.LOCSDY = D, E, T, U and INSTANCE.SPECFEE = 1, 2, 3
Part-time	Otherwise

Level of study

19 Level of study is categorised as follows:

Undergraduate degree	COURSE.COURSEAIM = H00, H11, H16, H18, H22, H23, H50, I00, I11, I16, M22, M26, M28
Undergraduate non-degree	COURSE.COURSEAIM = All other H codes except H99 and except H71 where COURSE.TTCID=1, All other I codes except I99, All J codes except J99, All C codes except C99 or COURSE.COURSEAIM = M71 and COURSE.TTCID ≠ 1
Postgraduate taught (including PGCE (QTS))	COURSE.COURSEAIM = All E codes, All other M codes except M99 or COURSE.COURSEAIM = M71 and COURSE.TTCID = 1 or COURSE.COURSEAIM = H71 and COURSE.TTCID = 1
Postgraduate taught (PGCE (QTS))	COURSE.COURSEAIM = M71 and COURSE.TTCID = 1 or COURSE.COURSEAIM = H71 and COURSE.TTCID = 1
Postgraduate research	COURSE.COURSEAIM = All L and D codes

New entrants and continuing students

20 New entrants and continuing students are categorised as follows:

New entrants	INSTANCE.YEARSTU = 1
Continuing students	INSTANCE.YEARSTU >1

21 New entrants and continuing students at the provider will be considered home and EU fundable or non-fundable according to the criteria in paragraph 7. HEIW/NHS students will be identified and excluded using COURSE.MSFUND = 13, 31. They will be further categorised into residential status, using domicile as a proxy, as follows:

Welsh residential status	ENTRYPROFILE.DOMICILE = XI
EU residential status	ENTRYPROFILE.DOMICILE = AT, BE, BG, HR, XA, CZ, DK, EE, EU, FI, AX, FR, GF, GP, MQ, YT, RE, DE, GR, HU, IE, IT, LV, LT, LU, MT, NL, PL, PT, RO, SK, SI, ES, IC, SE.
Other home residential status	Otherwise

- 22 For the purposes of Table 2 of HESES, ITE (QTS) registrations will be counted as new entrants as follows:

New entrants	INSTANCE.YEARPRG = 01 INSTANCE.YEARSTU = 01
--------------	--

Students franchised out

- 23 Part-time and full-time students that are franchised out are counted as those studying on modules taught at another institution. Students on partial franchises are counted as franchised out if the majority of their activity for the year is franchised out (see paragraph 21, Annex C). The table below shows what will be counted as franchised out registrations in our HESES/EYM data extractions:

Wholly franchised out registrations	MODULE.FRANIND = 1 and MODULE.PCOLAB = 100 for all modules taken
Partially franchised out registrations (where resulting proportion \geq 50%)	MODULE.FRANIND = 1 and MODULE.PCOLAB > 0 for at least one module taken
	Proportion of registration franchised out = Sum of MODULE.CRDTPTS x MODULE.PCOLAB over all modules with MODULE.FRANIND = 1 and MODULE.PCOLAB > 0, divided by total credit points over all modules

- 24 In analysing franchised out data, the proportions may also be used to determine what volume of registration activity is franchised out to get a more accurate view of the extent of franchise provision. Further guidance on franchised out credit values can be found in paragraph 38 below.

Welsh speaking ability and teaching through the medium of Welsh

- 25 Of ITE (QTS) new entrants returned on Table 2 of HESES/EYM, it will be assumed that those training to teach through the medium of Welsh are on a

course that is identified as providing training to teach through the medium of Welsh, using the Bilingual ITT marker (COURSE.BITTM), as follows:

Training to teach through the medium of Welsh	COURSE.BITTM = 1, 2
---	---------------------

- 24 ITE (QTS) entrants and ITE (QTS) entrants who are training to teach through the medium of Welsh are categorised into Welsh speaking ability, for the purposes of Table 2 of HESES/EYM, as follows:

Fluent in Welsh	STUDENT.WELSSP = 1
Welsh speaker not fluent	STUDENT.WELSSP = 2
Not a Welsh speaker/ not known/not collected	Otherwise

25. The extraction of Welsh speaking ability and teaching through the medium of Welsh for ITE (QTS) students will be carried out using signed off HESA data and will not be part of the IRIS data extraction for EYM. Therefore, Table 2 of EYM in the IRIS output will only show registrations and registrations gaining QTS.

Erasmus+ and non-Erasmus+ year abroad registrations

- 26 Erasmus+ undergraduate students on a whole year exchange out, on a whole year work placement out, on a whole year placement as a language assistant or on a whole year out as some consecutive combination of these categories, and undergraduate non-Erasmus+ study years abroad or work placement year abroad are categorised as follows:

Erasmus+ exchange out, work placement out, language assistant or combination of these categories of registrations	INSTANCE.LOCSDY = T and MOBILITY.MOBScheme = 03
Non-Erasmus+ study year abroad registrations	INSTANCE.LOCSDY = T and MOBILITY.MOBScheme ≠ 03 and MOBILITY.MOBTYPe = 01
Non-Erasmus+ work placement year abroad	INSTANCE.LOCSDY = T and MOBILITY.MOBScheme ≠ 03 and MOBILITY.MOBTYPe = 02, 03

Higher level and degree apprenticeships

- 27 Though not extracted as part of the EYM return, we will extract data for registrations that are studying for an HE qualification as part of a higher level

apprenticeship (HLA) or a degree apprenticeship funded through the HEFCW scheme, identified as follows:

Those who are studying as part of a HLA	INSTANCE.INITIATIVES = K
Those who are studying as part of a degree apprenticeship under the HEFCW scheme	INSTANCE.INITIATIVES = Z

Registrations up to 1 November

- 28 The following registrations will be assumed to be those registrations up to 1 November, counted for full-time provision on Table 2 of HESES/EYM:

Those who complete on or before 1 November 2019 and are on a standard academic year	INSTANCE.ENDDATE ≤ 01112019 and INSTANCE.FUNDCOMP = 1 and INSTANCE.TYPEYR = 1
Those who started on or before 1 November 2019	INSTANCE.COMDATE ≤ 01112019

Completions

- 29 Registrations that are eligible to be counted on HESES/EYM are assumed to be completed as follows:

Registrations that completed the year of programme	INSTANCE.FUNDCOMP = 1
--	-----------------------

- 30 For full-time and sandwich year out taught students eligible to be counted on HESES/EYM, registrations will be assumed to fit the definition of a partial completion as follows, and will be counted at 0.5:

Registrations that partially completed the year of programme	INSTANCE.FUNDCOMP = 4
--	-----------------------

- 31 Proportions in each completion status category for registrations with known completion status will be used to estimate the number of completed and partially completed registrations for those registrations with unknown completion status (INSTANCE.FUNDCOMP = 3, students are yet to complete but have not failed to complete) and these will be added to the count of completed registrations.

Assignment of credit values to columns in Tables 1a, 1b and 1c (EYM) and Table 4 (HESES)

- 32 For all columns of data, modules will be counted if they fit the following criteria.

Modules started in 2019/20	STUDENTONMODULE.MODSTAT = 2, 3
Module is countable	STUDENTONMODULE.MODCOUNT = 2
Module is not on a not-for-credit basis	STUDENTONMODULE.MODOUT ≠ 5

33 The number of credit points counted will be taken from MODULE.CRDTPTS.

Column 1

34 Credit values for modules associated with the following registrations, that were started in the 2019/20 academic year, will be assumed to be in column 1:

Those who started on or before 1 November 2019	INSTANCE.COMDATE ≤ 01112019
--	-----------------------------

Column 2

35 Credit values for modules associated with the following registrations, will be assumed to be in column 2:

Those who started after 1 November 2019	INSTANCE.COMDATE > 01112019
---	-----------------------------

Column 3

36 Credit values included in columns 1 and 2 will be counted as not completed where:

Modules not completed	STUDENTONMODULE.MODOUT = 4, A, B or STUDENTONMODULE.MODOUT = 3 and mode of study is part-time
-----------------------	--

37 Credit values included in columns 1 and 2 will be assumed to be partially completed, and counted at 0.5, where:

Modules assumed partially completed	STUDENTONMODULE.MODOUT = 3 and mode of study is full-time or sandwich
-------------------------------------	---

38 Proportions in each module outcome for modules with known outcomes will be used to estimate the number of credit values associated with modules coded with unknown outcome (STUDENTONMODULE.MODOUT = 6) that are not completed and these will also be counted in column 3.

Column 4

- 39 Column 4 credit values will be calculated as columns 1 plus 2 minus column 3.

Columns 5a and 5b (Table 1c of EYM) column 5 (Table 4 of HESES)

- 40 Franchised out modules for part-time registrations are counted as those not taught by the provider and are split between those wholly franchised out credit values, and those that are partially franchised out as defined below. The columns will be summed as a total franchised out credit value figure for funding purposes. The total of the two columns is equivalent to column 5 of HESES.

Wholly franchised out credit values	Sum of MODULE.CRDTPTS for all modules, where MODULE.FRANIND = 1 and MODULE.PCOLAB = 100
Partially franchised out credit values	Sum of MODULE.CRDTPTS x MODULE.PCOLAB over all modules with MODULE.FRANIND = 1 and MODULE.PCOLAB > 0 that are not wholly franchised out as above

Performance Element provision

- 41 Registrations at the University of South Wales will be considered to be Performance Element provision where INSTANCE.CAMPID = B and the course subject HECoS code maps to ASC 10. Credit values will be considered to be Performance Element where INSTANCE.CAMPID = B and the HECoS code of the module maps to ASC 10.
- 42 Registrations and credit values will be taken as those prior to any exclusion of non-completions.

Students outside the HESES/EYM population

- 43 Some changes were made to the data collected on the HESA aggregate offshore record in 2019/20 relating to headcount data. For 2019/20, Welsh providers can choose to return the data as specified in 2018/19 or as specified in 2019/20 as part of measures relating to the COVID19 pandemic and the effect of that on providers. This means that some providers will return a headcount and some will return a headcount split into dormant students, students continuing study, students successfully completing and students who have withdrawn. We will include all headcount numbers other than the dormant students in the count against each category for our 2019/20 analysis below.
- 44 The headcount of students returned on the HESA aggregate offshore record that are based outside the UK, and will be categorised as follows:

Students based at a campus outside the UK	TYPE = 1 and LEVEL ≠ F
Other students based outside the UK	TYPE ≠ 1 and LEVEL ≠ F

45 Data will be broken down into level of study, where:

Undergraduate degree	LEVEL = H, I
Undergraduate non-degree	LEVEL = J, C
Postgraduate taught	LEVEL = E, M
Postgraduate research	LEVEL = D, L

46 Students that are not in the HESES/EYM population, but are based in the UK, will be considered to be those students returned on the HESA student record that fit the criteria to be included in the HESES/EYM population, apart from being coded as not being in the HESES/EYM population, i.e. where INSTANCE.FUNDCOMP = 9. Where we find that providers are returning significant numbers of these on the HESA student record we will discuss with the institution concerned why these students are considered not to be in the HESES/EYM population.

Use of data by HEFCW

- 1 The main uses of end of year monitoring data are to monitor funding allocations and to provide a comprehensive end of year picture for the sector. For 2017/18 to 2019/20 funding (2015/16 to 2017/18 EYM) credit value data were also used to calculate funding allocations for part-time undergraduate provision. Calculations for 2020/21 used HESES credit value data. An outline of the reasons for extracting the data on each table is given below.

Tables 1a, 1b and 1c

- 2 Tables 1a, 1b and 1c present data relating to credit values for all modes of study and levels of study apart from postgraduate research.
- 3 Credit values for part-time undergraduate provision from Table 1c are used as the basis for calculating any adjustment to credit-based teaching funding allocations for the 2019/20 academic year. Credit-based teaching funding allocations for 2019/20 were calculated separately for part-time undergraduate (not franchised out) and part-time undergraduate franchised out levels of study. Credit values associated with home and EU fundable registrations are extracted, by ASC, in these two categories.
- 4 Credit values for full-time and sandwich undergraduate provision from Tables 1a and 1b, for ASCs 1a, 1c, 3, 4 and 6, will be used in the calculation of the higher cost subjects premium for 2021/22. Additionally, credit values associated with full-time and part-time postgraduate taught provision are extracted though are not used in funding allocations.
- 5 Extracting credit values data for all levels of study, modes of study and ASCs ensures that HEFCW has a complete picture of the number of credit values associated with home and EU fundable registrations relating to modules for the whole of the academic year.

Table 2

- 6 Data from Table 2 are used to predict and monitor the number of teachers qualifying with QTS in each phase, level of study and subject and are provided to the Welsh Government and the Education Workforce Council. In addition to the data in Table 2 shown in Annex N, we will also be extracting the Welsh language and Welsh medium data that was collected on Table 2 of HESES 2019/20. This extraction will be done after the HESA collection is closed and will not be provided through IRIS. We will also be providing this data to the Welsh Government and the Education Workforce Council.

Tables 3 and 4

- 7 Tables 3 and 4 present data relating to registrations. Table 3 shows data on all completed registrations for the year. The data are used to gain a complete, up to date picture of the size of the sector and also of the scale of provision that is not fundable by HEFCW. Table 3 is also used as an update to the figures that are provided on the student number forecasts return in July.
- 8 Table 4 presents data for home and EU fundable registrations only, by ASC. The data are used to look at patterns in student recruitment and to provide data to inform policy about particular subject areas. The data are also used to monitor the number of credit values returned in the survey, per registration.
- 9 Categories of undergraduate provision are broken down into degree and non-degree and by whether the registration is franchised out or not. This is to enable us to monitor levels of provision within undergraduate and monitor any changes in franchised provision available.

Table 5

- 10 Table 5 includes data relating to full-time and part-time undergraduate and PGCE (QTS) home and EU registrations separately for new entrants and continuing students. The data are presented split by ASC group (for full-time), level of study (undergraduate or PGCE (QTS)), residential status and whether fundable or non-fundable. HEIW/NHS-funded students are excluded from the table.
- 11 The data are split by these categories in order to get figures for students under the full-time fee regime and to be able to estimate tuition fee income for different areas of provision. These figures will be used to monitor estimates of numbers of students and fee income for full-time students, including by comparing to data from other sources such as Welsh Government student forecasts, the SLC, HESSES and institutions' fee and access plans. Medicine and dentistry are also split in the table for full-time provision and figures returned will be used to monitor changes in medicine recruitment given the additional funded places allocated from 2018/19.
- 12 Part-time figures will be used to understand the changes happening in part-time undergraduate entrants, particularly given the review of part-time funding that is currently taking place.
- 13 We will also monitor numbers of EU students for both full-time and part-time study and associated estimates of fee income for full-time students. As for Table 3, we will also use the figures returned on Table 5 as an update to the figures that are provided on the student number forecasts return in July.

Table 6

- 14 Data presented in Table 6 will be used to monitor Performance Element provision at the University of South Wales.

Funding status reference grid

Summary of funding rules by location of study and fee regime 2019/20

Annex M

Home and EU PT/PGT and old regime FT UG students

	In Wales			In UK outside Wales			Outside UK
	Welsh domicile	Other home and EU domicile	Island and overseas	Welsh domicile	Other home and EU domicile	Island and overseas	All domiciles
Distance learning	F	F	IO	F	NF	IO	NF & NR
At institution's campus	F	F	IO	F	NF	IO	NF & NR
Franchise to publicly funded institution	F	F	IO	NF	NF	IO	NF & NR
Franchise to non-publicly funded institution	NF	NF	IO	NF	NF	IO	NF & NR
Other collaborative arrangements/partnerships, including validation arrangements ¹	NF & NR	NF & NR	IO & NR	NF & NR	NF & NR	IO & NR	NF & NR
Any location with place funded from other sources or as part of a specific scheme ² or the place is on a closed course ³	NF	NF	IO	NF	NF	IO	NF & NR

Home and EU new regime FT UG/PGCE students

	In Wales			In UK outside Wales			Outside UK
	Welsh domicile	Other home and EU domicile	Island and overseas	Welsh domicile	Other home and EU domicile	Island and overseas	All domiciles
Distance learning - fees paid through grants/loans or by student/employer	F	F	IO	F	NF	IO	NF & NR
At institution's campus - fees paid through grants/loans or by student/employer	F	F	IO	F	NF	IO	NF & NR
Franchise to publicly funded institution - fees paid through grants/loans or by student/employer	F	F	IO	NF	NF	IO	NF & NR
Franchise to non-publicly funded institution - fees paid through grants/loans or by student/employer	NF	NF	IO	NF	NF	IO	NF & NR
Other collaborative arrangements/partnerships, including validation arrangements ¹ - fees paid through grants/loans or by student/employer	NF & NR	NF & NR	IO & NR	NF & NR	NF & NR	IO & NR	NF & NR
Any location with fees paid by a public body other than HEFCW or funded as part of a specific scheme ² or the place is on a closed course ³	NF	NF	IO	NF	NF	IO	NF & NR

Notes:

F = home and EU fundable

NF = home and EU non-fundable

IO = Island and overseas

NR = non-returnable on HESES/EYM

¹Other collaborative arrangements/partnerships include partnerships with institutions or organisations not owned by the Welsh HEI, that are not franchising arrangements, for example partnerships with non-publicly funded colleges where the institution provides quality assurance or validating arrangements only and does not provide any funding to that college.

²For example, the Welsh European Funding Office (WEFO) Knowledge Economy Skills Scholarships or the HEFCW-funded degree apprenticeship scheme.

³A course is closed if the costs of that course are met by a particular company or organisation and the course is not open to all those suitably qualified.

For joint courses, only provision belonging to the Welsh institution should be considered for inclusion on HESES/EYM. The rules above should be applied to that provision.

Sample copies of IRIS output tables extracted from HESA data

Table 1a: Home and EU Fundable Credit Values

Mode: Full-time

Institution :

Code :

ASC		Level	Credit Values between 1 August 2019 and 1 November 2019	Credit Values after 1 November 2019 in AY 2019/20	Number of Credit Values Not Completed (of those in columns 1 & 2)	Total Assumed Completed Credit Values AY 2019/20 Col (1) + (2) - (3)
			1	2	3	4
ASC 1 Clinical & Pre-clinical/ Non-clinical Subjects	1a: Pre-clinical/non-clinical Medicine	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	1b: Clinical Medicine	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	1c: Pre-clinical/non-clinical Dentistry	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	1d: Clinical Dentistry	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
1 Unclassified	UG degree	0	0	0	0	
	UG non-degree	0	0	0	0	
	PGT	0	0	0	0	
ASC 2	Subjects & Professions Allied to Medicine		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 3	Science		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 4	Engineering & Technology		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 5	Built Environment		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 6	Mathematical Sciences, IT and computing		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 7	Business & Management		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 8	Social Sciences		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 9	Humanities		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 10	Art, Design and Performing Arts		UG degree	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 11 Education	11a: ITE (QTS) Primary	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	11a: ITE (QTS) Secondary	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	11a: ITE (QTS) Unclassified	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	11b: Non-QTS	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
Unclassified	UG degree	0	0	0	0	
	UG non-degree	0	0	0	0	
	PGT	0	0	0	0	
Total	UG degree	0	0	0	0	
	UG non-degree	0	0	0	0	
	PGT	0	0	0	0	
Total			0	0	0	

Unclassified data and rows not available on EYM, any HESA data output to these areas should be manually moved to non shaded cells before sign off and return to HEFCW
shaded cells contain formulae and should not be altered

I confirm that the data recorded in HESA that forms the basis of the above table is consistent with HEFCW directives and guidance and represents the final signed off set of data submitted to HESA.

Any amendments not included in the final signed off set of data submitted to HESA should be highlighted in red with an explanation for the change provided by email.

Signed : _____

Date : _____

Print Name : _____

Table 1b: Home and EU Fundable Credit Values

Mode: Sandwich Year Out

Institution : 0

Code : 0

ASC		Level	Credit Values between 1 August 2019 and 1 November 2019	Credit Values after 1 November 2019 in AY 2019/20	Number of Credit Values Not Completed (of those in columns 1 & 2)	Total Assumed Completed Credit Values AY 2019/20 Col (1) + (2) - (3)
			1	2	3	4
ASC 1 Clinical & Pre-clinical/ Non-clinical Subjects	1a: Pre-clinical/non-clinical Medicine	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	1b: Clinical Medicine	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	1c: Pre-clinical/non-clinical Dentistry	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	1d: Clinical Dentistry	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
1 Unclassified	UG degree	0	0	0	0	
	UG non-degree	0	0	0	0	
	PGT	0	0	0	0	
ASC 2	Subjects & Professions Allied to Medicine	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 3	Science	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 4	Engineering & Technology	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 5	Built Environment	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 6	Mathematical Sciences, IT and computing	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 7	Business & Management	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 8	Social Sciences	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 9	Humanities	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 10	Art, Design and Performing Arts	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
ASC 11 Education	11a: ITE (QTS) Primary	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	11a: ITE (QTS) Secondary	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	11a: ITE (QTS) Unclassified	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
	11b: Non-QTS	UG degree	0	0	0	0
		UG non-degree	0	0	0	0
		PGT	0	0	0	0
Unclassified	UG degree	0	0	0	0	
	UG non-degree	0	0	0	0	
	PGT	0	0	0	0	
Total	UG degree	0	0	0	0	
	UG non-degree	0	0	0	0	
	PGT	0	0	0	0	
Total			0	0	0	0

Sandwich Year Out are counted at the full credit values per registration.

Unclassified data and rows not available on EYM, any HESA data output to these areas should be manually moved to non shaded cells before sign off and return to HEFCW shaded cells contain formulae and should not be altered

I confirm that the data recorded in HESA that forms the basis of the above table is consistent with HEFCW directives and guidance and represents the final signed off set of data submitted to HESA.

Any amendments not included in the final signed off set of data submitted to HESA should be highlighted in red with an explanation for the change provided by email.

Signed : _____

Date : _____

Print Name : _____

HESA end of year monitoring data extraction 2019/20

Table 1c: Home and EU Fundable Credit Values

Mode: Part-time
 Institution : 0
 Code : 0

ASC	Level	Credit Values between 1 August 2019 and 1 November 2019	Credit Values after 1 November 2019 in AY 2019/20	Number of Credit Values Not Completed (of those in columns 1 & 2)	Total Assumed Completed Credit Values AY 2019/20 Col (1) + (2) - (3)	Total Assumed Completed Wholly Franchised Out Credit Values (of those in column 4)	Total Assumed Completed Partially Franchised Out Credit Values (of those in column 4)
		1	2	3	4	5a	5b
ASC 1	1a: Pre-clinical/non-clinical Medicine	0	0	0	0	0	0
Clinical & Pre-clinical/Non-clinical Subjects	PGT	0	0	0	0	0	0
	1b: Clinical Medicine	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
	1c: Pre-clinical/non-clinical Dentistry	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
	1d: Clinical Dentistry	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
	1 Unclassified	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 2	Subjects & Professions Allied to Medicine	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 3	Science	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 4	Engineering & Technology	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 5	Built Environment	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 6	Mathematical Sciences, IT and computing	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 7	Business & Management	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 8	Social Sciences	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 9	Humanities	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 10	Art, Design and Performing Arts	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
ASC 11	11a: ITE (QTS) Primary	0	0	0	0	0	0
Education	PGT	0	0	0	0	0	0
	11a: ITE (QTS) Secondary	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
	11a: ITE (QTS) Unclassified	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
	11b: Non-QTS	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
Unclassified	UG	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
Total	UG	0	0	0	0	0	0
	PGT	0	0	0	0	0	0
Total		0	0	0	0	0	0

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 shaded cells contain formulae and should not be altered

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Table 2: Home and EU ITE (QTS) Student Registrations

Mode: Full-time

Institution : 0

Code : 0

Phase	Subject	Level	Registrations between 1 August 2019 and 1 November 2019	Number of registrations gaining QTS (of those in column 1)
			1	2
Primary Education		UG degree PGT		
Secondary Education	Information Technology	UG degree PGT		
	Design and Technology	UG degree PGT		
	French	UG degree PGT		
	German	UG degree PGT		
	Italian	UG degree PGT		
	Spanish	UG degree PGT		
	Other Modern Languages	UG degree PGT		
	Welsh	UG degree PGT		
	Mathematics	UG degree PGT		
	Biology	UG degree PGT		
	Chemistry	UG degree PGT		
	General/Integrated Science	UG degree PGT		
	Physics	UG degree PGT		
	Other Science	UG degree PGT		
	Music	UG degree PGT		
	Religious Education	UG degree PGT		
	Art	UG degree PGT		
	Business Studies	UG degree PGT		
	Drama	UG degree PGT		
	English	UG degree PGT		
	Geography	UG degree PGT		
	History	UG degree PGT		
	Physical Education	UG degree PGT		
Other (Specify)	UG degree PGT			
Unclassified		UG degree PGT		
Total of Secondary Education		UG degree PGT	0.0 0.0	0.0 0.0
Total		UG degree PGT	0.0 0.0	0.0 0.0
Total			0.0	0.0

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Note that ITT(QTS) data are returned under the institution that provides the teaching, not under the lead institution for the Centre for Teacher Education

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Table 3: Student Registrations

Mode: All Modes

Institution : 0

Code : 0

Level of study		Total assumed completed registrations in academic year 2019/20											
		Full-time			Sandwich Year Out			Part-time			Total		
		Home and EU		Island and overseas	Home and EU		Island and overseas	Home and EU		Island and overseas	Home and EU		Island and overseas
		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c		
Not franchised out	Undergraduate degree	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
	Undergraduate non-degree	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Franchised out (to include wholly and partially)	Undergraduate degree	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
	Undergraduate non-degree	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Undergraduate total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Postgraduate taught		0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.0	0.0	10.0	
Postgraduate research		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	10.0	0.0	0.0	10.0	

shaded cells contain formulae and should not be altered

Each sandwich year out registration is counted as 1.

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HESA end of year monitoring data extraction 2019/20

Table 4: Home and EU Fundable Student Registrations

Mode: All Modes
 Institut 0
 Code : 0

ASC		Total assumed completed registrations in academic year 2019/20																				
		Full-time						Sandwich Year Out						Part-time						Total		
		Not franchised out		Franchised out		Postgraduate taught	Postgraduate research	Not franchised out		Franchised out		Postgraduate taught	Postgraduate research	Not franchised out		Franchised out		Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research
		Undergraduate degree	Undergraduate non-degree	Undergraduate degree	Undergraduate non-degree			Undergraduate degree	Undergraduate non-degree	Undergraduate degree	Undergraduate non-degree			Undergraduate degree	Undergraduate non-degree	Undergraduate degree	Undergraduate non-degree					
1a	1b	1c	1d	1e	1f	2a	2b	2c	2d	2e	2f	3a	3b	3c	3d	3e	3f	4a	4b	4c		
1	Clinical and Pre-clinical/Non-clinical Medicine and Dentistry	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
2	Subjects and Professions Allied to Medicine	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
3	Science	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
4	Engineering and Technology	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
5	Built Environment	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
6	Mathematical Sciences, IT and Computing	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
7	Business and Management	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
8	Social Sciences	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
9	Humanities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
10	Art, Design and Performing Arts	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
11aa	Education ITE (QTS) Primary	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
11ab	Education ITE (QTS) Secondary	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
11au	Education ITE (QTS) Unclassified	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
11b	Education (Non-QTS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
	Unclassified	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Unclassified data and rows not available on EYM, any HESA data output to these areas should be manually moved to non shaded cells before sign off and return to HEFCW
 shaded cells contain formulae and should not be altered
 Each sandwich year out registration is counted as 1.
 Note that franchised out included wholly and partially franchised out students as per guidance in HESES/EYM circulars

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Table 5: Full-time, Sandwich Year Out & Part-time Undergraduate and PGCE (QTS) Home and EU Registrations - New entrants and continuing students (HEIW/NHS funded students excluded)

Mode: All modes
 Institution : 0
 Code : 0

Academic Subject Category			Total assumed completed home and EU registrations in academic year 2019/20 - new entrants												
			Welsh residential status				EU residential status				Other home residential status			Total	
			HEFCW-fundable		HEFCW non-fundable		HEFCW-fundable		HEFCW non-fundable		HEFCW-fundable		HEFCW non-fundable		
			Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	
			1a	1b	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7
Full-time and sandwich year out	1b/1a	Clinical and Pre-clinical/non-clinical Medicine													0.00
	1d/1c	Clinical and Pre-clinical/non-clinical Dentistry													0.00
	2-10 & 11b	Other ASCs													0.00
	11aa	Education ITE (QTS)													0.00
Part-time	All ASCs													0.00	
Total			0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	

Academic Subject Category			Total assumed completed home and EU registrations in academic year 2019/20 - continuing students												
			Welsh residential status				EU residential status				Other home residential status			Total	
			HEFCW-fundable		HEFCW non-fundable		HEFCW-fundable		HEFCW non-fundable		HEFCW-fundable		HEFCW non-fundable		
			Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	Undergraduate	PGCE (QTS)	
			8a	8b	9a	9b	10a	10b	11a	11b	12a	12b	13a	13b	14.00
Full-time and sandwich year out	1b/1a	Clinical and Pre-clinical/non-clinical Medicine													0.00
	1d/1c	Clinical and Pre-clinical/non-clinical Dentistry													0.00
	2-10 & 11b	Other ASCs													0.00
	11aa	Education ITE (QTS)													0.00
Part-time	All ASCs													0.00	
Total			0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	

Registrations returned in this table are a subset of those returned in Table 3.
 shaded cells are either not applicable or contain formulae and should not be altered

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Table 6: Art, Design and Performing Arts - Performance Element Registrations and Credit Values

Mode: Full-time and Part-time

Institution : 0

Code : 0

Full-time

ASC	Level	Credit Values between 1 August 2019 and 1 November 2019	Credit Values after 1 November 2019 in AY 2019/20	Number of Credit Values Not Completed (of those in columns 1 & 2)	Total Assumed Completed Credit Values AY 2019/20
		1	2	3	Col (1) + (2) - (3)
ASC 10 Art, Design and Performing Arts - performance element	UG degree PGT				0 0
Total		0	0	0	0

Credit values returned in this table are a subset of those returned in ASC 10, Table 1a.

Part-time

ASC	Level	Credit Values between 1 August 2019 and 1 November 2019	Credit Values after 1 November 2019 in AY 2019/20	Number of Credit Values Not Completed (of those in columns 1 & 2)	Total Assumed Completed Credit Values AY 2019/20
		1	2	3	Col (1) + (2) - (3)
ASC 10 Art, Design and Performing Arts - performance element	UG degree PGT				0 0
Total		0	0	0	0

Credit values returned in this table are a subset of those returned in ASC 10, Table 1c.

Full-time and Part-time

ASC	Total assumed completed registrations in academic year 2019/20					
	Full-time		Part-time		Total	
	Undergraduate degree	Postgraduate taught	Undergraduate degree	Postgraduate taught	Undergraduate degree	Postgraduate taught
	1a	1c	3a	3c	4a	4b
ASC 10 Art, Design and Performing Arts - performance element					0.0	0.0

Registrations returned in this table are a subset of those returned in ASC 10, Table 4.

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