Appendix 8

Troubleshooting the differences between RAS04 and the RAS04 re-creation

Purpose

1. This appendix aims to help institutions identify the cause of any discrepancies between their HESA 2004-05 student data and forms R1a, R1b, R2a and R2b of the RAS04 return. It is expected that institutions will have worked through this appendix and consulted the FAQs on the HEFCE web-site (under Learning & teaching/Data collection/Statistics derived from HESA data for monitoring and allocation of funding) before seeking assistance from HEFCE on resolving discrepancies.

Using this appendix

2. The diagnostic diagram in Figure 2 provides a systematic method for identifying at what point discrepancies between the returns occur. The subsequent paragraphs give possible causes for each discrepancy. These causes can be grouped into two categories:

- errors in completing specific fields on the HESA 2004-05 student return (addressed in this appendix)
- problems of fit with RAS04 re-creation algorithms (addressed in Appendix 9)

3. The diagnostic diagram in Figure 2 can be used to help identify errors in completing specific fields on the HESA return.

4. The match between RAS04 and HESA 2004-05 student data is unlikely to be exact, due to approximations made in the re-creation algorithms (see Appendix 9 for further details). Therefore, when using the diagnostic diagram we expect institutions to exercise their own judgement to decide when small differences between the two data sources are not significant. However, institutions need to be aware that small differences may accumulate and become significant. When the cause of a significant difference cannot be determined, it may be necessary to backtrack to find the root of the problem.

5. The description in this appendix is aimed at identifying errors in the HESA 2004-05 student data rather than RAS04. Therefore it is possible to follow the diagnostic diagram given in Figure 2 without resolving the discrepancies if they are due to errors in RAS04.

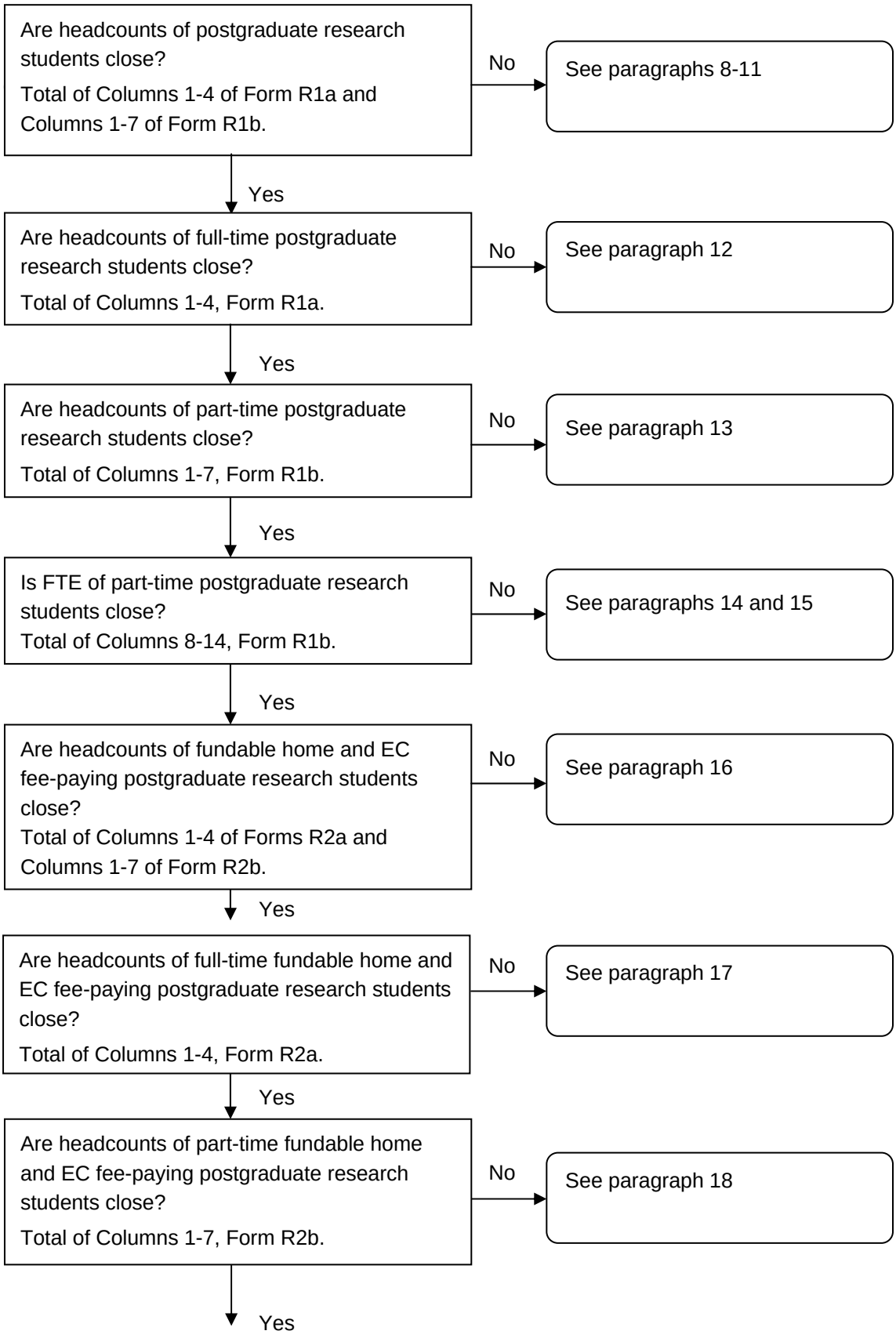
6. Throughout this appendix, fields taken from the HESA 2004-05 student return or derived as part of the re-creation are shown in capitals using the names given in Tables 13 and 14 of Appendix 7 respectively.

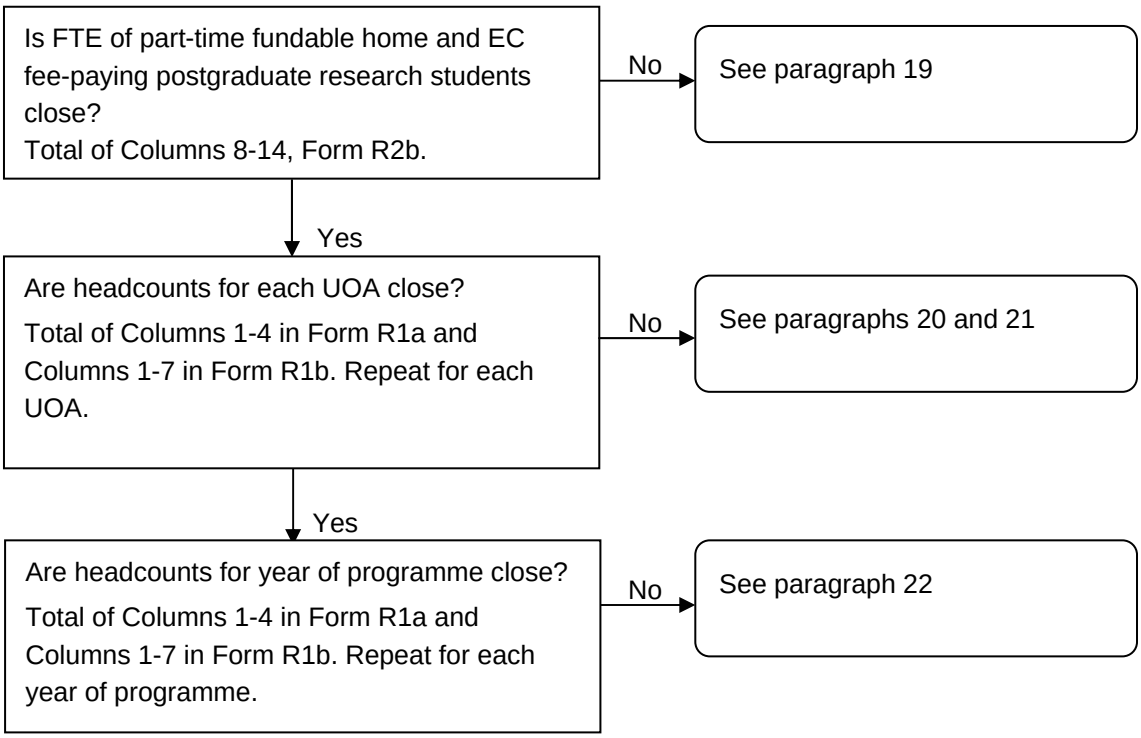
Using the individualised file

7. The individualised files show the allocation of students to cells within the equivalent re-creation tables and, where relevant, details of why they were excluded. For institutions with individualised files that do not contain more than 65,530 records, the following guidance will assist them in the troubleshooting process. All records with a specific value in a specific field can be found in the following way:

a. Open an individualised file in Microsoft Excel and click <File>, <Open>. You will need to specify ‘All Files’ in the ‘Files of type’ box before the individualised file will appear in the file listing. Once you have selected the file, the ‘Text Import Wizard’ will appear. Ensure that ‘Delimited’ is selected near the top of the window, then click ‘Next’. On the next page, uncheck ‘Tab’ and check ‘Comma’. Click ‘Finish’ to open the file.
b. Select the row containing the field headings.
c. Select <Filter> from the <Data> menu and then <Autofilter>.
d. Click on the arrow in the column containing the data which you want to filter.
e. Either select a specific value or select <Custom> to apply a comparison operator other than equality.
f. To select records using multiple fields, repeat steps d and e for each field.

Figure 2 **Diagnostic flowchart**




Is FTE of part-time fundable home and EC fee-paying postgraduate research students close?
Total of Columns 8-14, Form R2b.
No
See paragraph 19
Yes
Are headcounts for each UOA close?
Total of Columns 1-4 in Form R1a and Columns 1-7 in Form R1b. Repeat for each UOA.
No
See paragraphs 20 and 21
Yes
Are headcounts for year of programme close?
Total of Columns 1-4 in Form R1a and Columns 1-7 in Form R1b. Repeat for each year of programme.
No
See paragraph 22

Postgraduate research students in forms R1a and R1b, R2a and R2b

8. To identify postgraduate research students in Forms R1a and R1b from the individualised file select RSTUEXCL = 0. The algorithm for deriving RSTUEXCL is given in paragraphs 38-39 of Appendix 7.

9. We make an assumption about the date that students commence writing-up. Details of this assumption are given in paragraph 5 of Appendix 9.

10. We also make an assumption about the mode of students that start writing-up after 1 December 2004. Details of this assumption are given in paragraph 6 of Appendix 9.

11. Students that are also staff that generate one staff FTE may be incorrectly included in the re-creation. Details of this problem of fit are given in paragraph 15 of Appendix 9.

Full-time postgraduate research students in Form R1a

12. To identify full-time postgraduate research students in Form R1a from the individualised file select RSTUEXCL = 0, and RASMODE = FT. The algorithms for deriving RSTUEXCL and RASMODE are given in paragraphs 38-39 and 10 respectively of Appendix 7.

Part-time postgraduate research students in Form R1b

13. To identify part-time postgraduate research students in Form R1b from the individualised file select RSTUEXCL = 0, and RASMODE = PT. The algorithms for deriving RSTUEXCL and RASMODE are given in paragraphs 38-39 and 10 respectively of Appendix 7.

FTE of part-time postgraduate research students in Form R1b

14. To identify part-time postgraduate research students in Form R1a from the individualised file select RSTUEXCL = 0 and RASMODE = PT. To obtain the FTE for these headcounts sum the values of RASFTE. The algorithms for deriving RSTUEXCL, RASMODE and RASFTE are given in paragraphs 38-39, 10 and 34-35 of Appendix 7.

15. We make assumptions about the assignment of FTE for part-time students on non-standard academic years. Details of these assumptions are given in paragraphs 7-9 of Appendix 9.

Fundable home and EC fee-paying postgraduate research students

16. To identify fundable home and EC fee-paying postgraduate research students from the individualised file select RSTUEXCL = 0, and RASTYPE = HOMEEC. The algorithms for deriving RSTUEXCL and RASTYPE are given in paragraphs 38-39 and 36 respectively of Appendix 7.

Fundable home and EC fee-paying full-time postgraduate research students

17. To identify fundable home and EC fee-paying full-time postgraduate research students from the individualised file select RSTUEXCL = 0, RASTYPE = HOMEEC and

RASMODE = FT. The algorithms for deriving RSTUEXCL, RASTYPE and RASMODE are given in paragraphs 38-39, 36 and 10 respectively of Appendix 7.

Fundable home and EC fee-paying part-time postgraduate research students

18. To identify fundable home and EC fee-paying part-time postgraduate research students from the individualised file select RSTUEXCL = 0, RASTYPE = HOMEEC and RASMODE = PT. The algorithms for deriving RSTUEXCL, RASTYPE and RASMODE are given in paragraphs 38-39, 36 and 10 respectively of Appendix 7.

FTE of fundable home and EC fee-paying part-time postgraduate research students

19. To identify the FTE of fundable home and EC fee-paying part-time postgraduate research students from the individualised file select RSTUEXCL = 0, RASTYPE = HOMEEC, RASMODE = FT. To obtain the FTE sum the values of RASFTE. The algorithms for deriving RASFTE, RSTUEXCL, RASTYPE and RASMODE are given in paragraphs 34-35, 38-39, 36 and 10 respectively of Appendix 7.

Unit of assessment

20. To identify postgraduate research students from the individualised file select RSTUEXCL = 0. To obtain the proportion of activity in each UOA select all activity in that UOA. For example, select RASUOA1 = 01 or RASUOA2 = 01 or RASUOA3 = 01 to identify activity in clinical laboratory science. Sum the values in the respective UOA proportion field. For example if RASUOA1 = 01 then sum UOAP1 to identify FTE in clinical laboratory science. Similarly, sum UOAP2 if RASUOA2 = 01, and sum UOAP3 if RASUOAP3 = 01. The algorithms for deriving RASUOA1, RASUOA2, RASUOA3, UOAP1, UOAP2 and UOAP3 are given in paragraphs 18 and 20-21 of Appendix 7.

21. We make assumptions about assigning activity to UOAs. Details of these assumptions are given in paragraphs 10-12 of Appendix 10.

Year of programme

22. To identify headcounts by year of programme from the individualised file select RSTUEXCL = 0 followed by each year of programme (RASYEAR = 1, 2, 3, 4+, 4, 5, 6, 7+). The algorithms for deriving RSTUEXCL and RASYEAR are given in paragraphs 38-39 and 12-14 respectively of Appendix 7.