

## Changes to the Higher Education Students Early Statistics Survey

To: Heads of higher education institutions  
Principals of directly funded further  
education institutions

Summary: This circular informs institutions of changes  
to the HESES survey for 2003/04

Reference: W03/48HE

Publication date: 31 July 2003

Response by: No response required

Further information: Hannah Falvey  
Telephone: 029 2068 2240  
[hestats@elwa.ac.uk](mailto:hestats@elwa.ac.uk)

Address: HEFCW  
Linden Court  
The Orchards  
Ilex Close  
Llanishen  
Cardiff  
CF14 5DZ

## ■ INTRODUCTION

- 1 This circular informs institutions of the changes that will be included in the 2003/04 Higher Education Students Early Statistics (HESES) survey which will be published in October 2003.

## ■ REVIEW OF HESES

- 2 The HESES survey has undergone a review this year and the changes set out in this circular reflect the outcome. In particular, the guidance in the 2002/03 circular is being reorganised and clarified where necessary, and changes are being made to the tables to collect only information which is essential to funding or to inform policy.

## ■ CHANGES TO HESES SINCE 2002/03

- 3 The main differences from the 2002/03 HESES survey are summarised below:
  - a) The definition of new entrants has been clarified and is shown in Annex A;
  - b) New arrangements for counting partial completions of year long modules are being introduced. These are described in Annex A;
  - c) Academic Subject Category (ASC) 11a, formerly 'Education ITT', has been renamed 'Education ITT (QTS)'. ASC 11b, formerly 'Education Non-ITT', has been renamed 'Education (Non-QTS)'. This does not affect what is returned under these two categories of ASC.
  - d) JACS principal subject code B300, complementary medicine, and all codes classified under B300, have been moved from ASC 3 to ASC 2.
  - e) There will be 10 tables replacing the main tables completed for 2002/03 HESES (see Annex B) and three tables collecting data relating to the second phase of the initial teacher training (ITT) New Innovative Provision Initiative (see Annex C). The table numbering does not correspond to previous years.

- 4 Paragraphs 5 to 9 below contain a short summary of each table.

## ■ TABLES

- 5 There are three tables collecting data used to calculate funding for non-quota subjects, Tables 1a, 1b and 1c:
  - a) Table 1a collects credit values data associated with full-time home and EC fundable registrations by ASC and level of study;
  - b) Table 1b collects credit values data associated with sandwich year out home and EC fundable registrations by ASC and level of study;
  - c) Table 1c collects credit values data associated with part-time home and EC fundable registrations by ASC and level of study.
- 6 Tables 2a, 2b and 3 collect additional data relating to quota subjects (medicine and dentistry courses, and ITT courses leading to qualified teacher status (QTS)), which are used to calculate funded credit values and give indications of the number of students on such courses:
  - a) Table 2a collects data by phase, subject and level of study for home and EC fundable registrations on ITT courses leading to QTS;
  - b) Table 2b collects data by phase, level of study and year of study for home and EC fundable registrations on ITT courses leading to QTS;
  - c) Table 3 collects data by year of study for home and EC fundable registrations on full-time undergraduate medicine and dentistry courses.
- 7 Tables 4a, 4b and 5 collect data relating to completed student registrations and are used to give indications of the total number of students in the sector:
  - a) Table 4a collects data on student registrations by mode and level of study for each fundability status category;

home and EC fundable; home and EC non-fundable; and Island and overseas;

- b) Table 4b collects data on student registrations that are new entrants by mode and level of study for each fundability status category: home and EC fundable; home and EC non-fundable; and Island and overseas. The data collected are a subset of the data collected on Table 4a;
  - c) Table 5 collects data by ASC, mode and level of study for home and EC fundable registrations.
- 8 Table 6 collects the number of home and EC fundable registrations on a SOCRATES/ERASMUS exchange year out. The data are used to calculate fee compensation.
- 9 Tables 1T, 2T and 3T collect data relating to the second phase of the ITT New Innovative Provision Initiative and are used to calculate funding for the Initiative and give indications of the number of students taking part in the Initiative:
- a) Table 1T collects credit values data associated with full-time home and EC fundable registrations by course title;
  - b) Table 2T collects credit values data associated with part-time home and EC fundable registrations by course title;
  - c) Table 3T collects data on student registrations by mode and level of study for each fundability status category: home and EC fundable; home and EC non-fundable; and Island and overseas;

## ■ FURTHER INFORMATION

- 11 Any queries regarding this circular should be directed to Hannah Falvey (e-mail [hestats@elwa.ac.uk](mailto:hestats@elwa.ac.uk), telephone 029 2068 2240).

## ■ CONTENTS

- 10 The contents of the annexes are as follows:

- Annex A: Definitions
- Annex B: Sample tables collecting data from institutions directly funded by HEFCW
- Annex C: Sample tables collecting data from HEIs receiving funding under the ITT New Innovative Provision Initiative

---

## ■ DEFINITIONS

### New Entrants

- 1 The definition of new entrants has not changed since HESES02. However, the definition needed clarification and a reworded definition is in paragraphs 2 and 3 below.
- 2 A key predictor of the size of the HE sector for the future is the number of registrations starting an HE qualification. New entrants are defined for this survey as students registered for the first (or only) year of a prescribed HE course leading to a recognised HE qualification. This includes:
  - students undertaking a foundation year (year 0) as an integrated part of the HE course;
  - students re-taking the first year of a course;
  - students transferring between courses, if they are registered as first year students;

Students who have already completed a foundation year should not be counted as new entrants, unless they transfer to the first year of a new course.
- 3 The definition includes all levels and modes of study. If a student is on a course such that the first year of the course spans two academic years, they should only be counted as a new entrant in the academic year containing the start of the first year of their programme of study.

### Non-completions

- 4 In HESES02, the definition of partial completions only applied to courses run on a semester basis (see HESES 2002/03, Circular W02/68HE, Annex A, paragraphs 13 and 21). The definition has been expanded to include partial completions relating to courses which are not semesterised. Paragraphs 5 to 9 and 10 to 11 below include the full definition of non-completions for registrations and credit values respectively.

#### *Registrations*

- 5 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 institution 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.
- 6 Students interrupting their studies for the remainder of the year of study for personal reasons are included in the definition of non-completions.
- 7 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 should **not** be included as non-completions.
- 8 Some non-completions can be included as partial completions, and these are described in paragraph 9. Where registrations fall into the definition of partial completions, they should be included in the total returned as 0.5 of a completion.
- 9 For **full-time** courses only, registrations are considered as having partially completed in the following cases:

- a) *Where the course is semesterised*
- individual modules are presented on a semester basis; and
  - students have not withdrawn before the end of the first semester; and
  - students have 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*
- students have not withdrawn in the first four months of attendance; and
  - students have 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.

#### *Credit Values*

- 10 Where a student withdraws or drops out having completed some modules or units, only the credit values associated with those modules or units that were not completed should be included as non-completions. Credit values associated with the completed modules or units should **not** be included as non-completions. Paragraph 11 below describes how some non-completions may be returned as partial completions.
- 11 For **full-time** courses only, credit values for non-completed modules may be returned as partially completed in the following cases:
- a) *Where the course is semesterised*
- all assessments due for the module during the first semester 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*
- all 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 returned as completed.

**SAMPLE TABLES COLLECTING DATA FROM INSTITUTIONS DIRECTLY FUNDED BY  
HEFCW**

**SAMPLE TABLES COLLECTING DATA FROM HEIs RECEIVING FUNDING UNDER THE  
ITT NEW INNOVATIVE PROVISION INITIATIVE**

## HESES 2003/04 - SAMPLE TABLES

Table 6: Home and EC Fundable Undergraduate SOCRATES/ERASMUS Exchange Year Out Registrations

Mode: Full-time

Institution:

Code:

	Assumed completed registrations in academic year 2003/04 (as returned on Table 5)
SOCRATES/ERASMUS exchange year out students	1

**HESES 2003/04 - SAMPLE TABLES**

**ITT New Innovative Provision Initiative**

**Table 2T: Home and EC Fundable Credit Values**

**Mode: Part-time**

**Institution:**

**Code:**

Course Title	Credit Values between 1 August 2003 and 1 November 2003	Forecast of Credit Values after 1 November 2003 in AY 2003/04	Number of Credit Values Not Completed	Assumed Credit Values AY 2003/04
	1	2	3	Col (1) + (2) - (3) 4
				0 0 0 0 0
	0	0	0	0

## HESES 2003/04 - SAMPLE TABLES

Table 6: Home and EC Fundable Undergraduate SOCRATES/ERASMUS Exchange Year Out Registrations

Mode: Full-time

Institution:

Code:

	Assumed completed registrations in academic year 2003/04 (as returned on Table 5)
SOCRATES/ERASMUS exchange year out students	1