

**Annex E: Student numbers for the current year 2016/17 and student number forecasts for the period 2017/18 to 2020/21**

- 1 The definitions contained in circular W16/40HE, *Higher Education Students Early Statistics Survey 2016/17* (HESES16) should be used in compiling the student forecast information required by this circular in Tables SPF1 to SPF3.
- 2 All numbers returned in Tables SPF1, SPF2a, SPF2b and SPF3 of this survey should represent counts of completed registrations and not full-time equivalents (FTEs). Sandwich year out registrations should be counted as 1.
- 3 Both current year and forecasts of student registrations should correspond to assumed registrations that complete the year of study, that is, after account has been taken of non-completions. Full-time fundable numbers can be returned as partial non-completions, as defined in HESES16. The adjustment applies only to full-time taught courses; no adjustment should be made for research or part-time enrolments.
- 4 Student number forecasts to be recorded in SPF3 are those that sit outside of the HESES population, however the HESES16 definitions should still be used to define mode and level of study for the purpose of this table. The HESA Aggregate Offshore record guidance for 2016/17 should be used when compiling forecast data to be returned in SPF3 for students at overseas campuses or who are overseas. If you have other students that are outside the HESES16 population, these should be returned in the 'Other Students' category. An overseas student (as defined in HESES16 Annex D paragraph 8) who is franchised to an institution in the UK but outside of Wales (HESES16 Annex C, para 19), should be returned in SPF1 as franchised out – Island and overseas, and not included in SPF3 as they should be counted in the HESES population.
- 5 If students are not returned on any of the HESA records they should not be returned in SPF 1-3. Further information can be found in HESES16 Annex H and Annex K.
- 6 Assumptions should be consistent with those presented in **Annex B** of this circular, and any other relevant assumptions used in the preparation of the financial forecasts.

**Contents of the return**

- 7 Each institution will be sent an email with an Excel workbook attached containing eight worksheets for completion which correspond to the tables shown in Annex F and the fee income forecast tables to be returned for Annexes D1a, D1b, D1c and D2, plus a summary sheet to aid checking

and comparison with 2016/17 HESES figures where comparable. Annex D1 and D2 tables are included in the same workbook to enable credibility checks comparing student numbers with fee income to be calculated. Further information on Annex D1 and D2 tables can be found in the section **Part 2 - Financial forecasts for the period 2016/17 to 2020/21** (paragraphs 7 to 13 of the main circular body). A coordinated response to include both Annexes D1 and D2 and Annex F would be appreciated to enable the credibility checks to be carried out. Each file includes a four-character prefix identifying the institution. The file \*\*\*\*\_AnnexDandF.xls contains the following worksheets:

**Annex D1a** Analysis of fee income of Welsh domiciled students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS) returned in SPF2a. In addition, for the 2017 forecasts, fee income attributable to part-time undergraduate and full and part-time postgraduate registrations (including NHS) returned on tables SPF2a and SPF2b is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

**Annex D1b** Analysis of fee income of EU domiciled students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS) returned in SPF2a. In addition, for the 2017 forecasts, fee income attributable to part-time undergraduate and full and part-time postgraduate registrations (including NHS) returned on tables SPF2a and SPF2b is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

**Annex D1c** Analysis of fee income of other home domiciled students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS) returned in SPF2a. In addition, for the 2017 forecasts, fee income attributable to part-time undergraduate and full and part-time postgraduate registrations (including NHS) returned on tables SPF2a and SPF2b is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

**Annex D2** Analysis of fee income of overseas domiciled students and students studying outside the UK. Included here is fee income attributable to the relevant full-time and sandwich and part-time undergraduate and postgraduate registrations returned in SPF 1 and SPF3. The income associated with students studying outside the UK has been split into EU and non-EU for the 2017 forecasts.

A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

**SPF1** Current year registrations for 2016/17 and forecast completed student registrations for the period 2017/18 - 2020/21, for all modes of study, levels of study and funding categories. Full-time, sandwich year out and part-time undergraduate registrations should be split between franchised out and non-franchised out and by degree and non-degree. Forecasts of franchised out students should be counted at the franchisor institution. Guidance about franchised out provision can be found in HESES16, Annex C. The information should be returned using the same definitions as those used to complete Table 1 of HESES16.

**SPF2a** Current year home and EU fundable and non-fundable completed registrations for 2016/17 and forecast home and EU fundable and non-fundable completed student registrations for the period 2017/18 - 2020/21 for full-time and sandwich undergraduate and PGCE (QTS) registrations, and part-time undergraduate registrations. Registrations should be split by residential status (Welsh, other home and EU) and by degree, non-degree and, for full-time and sandwich, PGCE (QTS). Registrations should be split between the new and old tuition fee system (full-time and sandwich only) and whether they are a new entrant or continuing student at the institution. Figures should be consistent with corresponding financial data returned in Annexes D1a to D1c. Credibility checks have been included in Annexes D1a to D1c that calculate the average fee per registration based on figures returned on SPF2a so should be checked and commented on where necessary, they may be queried further where meaningful comparisons cannot be made.

**SPF2b** Current year home and EU fundable and non-fundable completed registrations for 2016/17 and forecast home and EU fundable and non-fundable completed student registrations for the period 2017/18 - 2020/21 for full-time and part-time postgraduate registrations. Registrations should be split by residential status (Welsh, other home or EU) and by taught and research. Postgraduate taught registrations should exclude PGCE (QTS) for full-time registrations. Registrations should be split between whether they are a new entrant or continuing student at the institution. Figures should be consistent with corresponding financial data returned in Annexes D1a to D1c. Credibility checks have been included in Annexes D1a to D1c that calculate the average fee per registration based on figures returned on SPF2b so should be checked and commented on where necessary, they may be queried further where meaningful comparisons cannot be made.

**SPF3** Current year registrations for 2016/17 and forecast completed student registrations for the period 2017/18 - 2020/21 for students who sit outside of the HESES16 population split by those studying in non-EU overseas campuses, EU overseas campuses, other students that are overseas (split between non-EU and EU) and an 'Other Students' category. HESES16 definitions should be used in compiling the data by mode and level of study. Where data are returned in the 'Other Students' category, commentary should be included in the text box provided in SPF3 to provide us with further information on these students.

**Summary:** Summary of HESES 2016/17 data for comparison/information.

### Further notes on completion of the tables

- 8 Students studying wholly outside the UK who are either registered with the reporting institution or who are studying for an award of the reporting institution should not be included in SPF1-2. Similarly students taught as part of collaborative arrangements with institutions or organisations in or outside of Wales, not owned by the Welsh HEI, that are not franchising arrangements, and are not included in the HESES16 population or returned on the HESA student record should not be included in SPF1-2. For institutions that have such arrangements, current year 2016/17 and forecasts for these students covering the period 2017/18 to 2020/21 should be returned in SPF3 with accompanying commentary where necessary.
- 9 Students who are overseas who are franchised to an institution in the UK but outside of Wales, should be returned in SPF1 as franchised out – Island and overseas, and not included in SPF3 as they should be counted in the HESES population.
- 10 HEFCW funds PGR selectively. Only home and EU students in Units of Assessment (UoAs) included in the calculation of QR funding for 2017/18 should be included as fundable. The UoAs included in the QR funding model for 2017/18 are identified in HEFCW circular W17/11HE *Funding Allocations 2017/18*. The UoAs included in 2017/18 are the same as those included in 2016/17.
- 11 Note that the tables contain formulae to sum row and column totals. Formulae in these rows should not be adjusted, however if you find any errors, please contact [forecasts@hefcw.ac.uk](mailto:forecasts@hefcw.ac.uk) for a new set of tables to be issued.

**Validation and credibility checks of the data**

- 12 Validation checks have been built into Tables SPF1-3, to the right of the tables. Institutions should ensure these validation checks have been passed before returning the data to us.
- 13 Annexes D1a, D1b, D1c and D2 tables are also included in the workbook and include credibility checks to the right of the tables that compare student numbers with fee income to ensure that no errors are made in the fee income and student forecast tables. Information on completion of Annex D can be found in the section **Part 2 - Financial forecasts for the period 2016/17 to 2020/21** (paragraphs 7 to 13 of the main circular body onwards). Institutions should highlight any reasons which may produce unexpected results in these checks.