

End of Year Monitoring of Higher Education Enrolments 2002/03

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

Summary: This circular requires institutions to return
aggregated student data for 2002/03

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■ INTRODUCTION

1 This Circular requests institutions to return aggregated student data to enable the Higher Education Funding Council for Wales (HEFCW) to:

- a) calculate the adjustment of 2002/03 funding where institutions, after allowances for offset, have not recruited to their funded numbers;
- b) monitor information on initial teacher training (ITT) courses leading to qualified teacher status (QTS);
- c) establish final numbers of students and credit values for the academic year 2002/03;
- d) establish up-to-date information on franchised out courses.

■ SCOPE

2 This circular applies to all Higher Education Institutions (HEIs) and Further Education Institutions (FEIs) directly funded by HEFCW. Separate tables are provided for completion by HEIs with students funded under the ITT New Innovative Provision Initiative.

3 HEIs are requested to return numbers of all HE students together with credit values. FEIs are requested to return numbers and credit values of HE students registered on prescribed HE courses (see Annex D) for which HEFCW funding has been made available directly.

■ MAIN CHANGES FOR 2002/03

4 The EYM 2002/03 survey is similar to the EYM 2001/02 survey. The main changes made since the EYM 2001/02 survey are:

- a) The name of the person completing the return and the date and time completed are requested on Table 1a. See Annex N, paragraph 3 for more details.
- b) transitional arrangements for postgraduate taught (PGT) dissertations for full-time students that were present in EYM 2001/02 no longer apply (see

Annex A, paragraphs 23 to 27 for current guidance). This means that data previously returned in column 6 of Table 1a, columns 6a and 6b of Table 1c and columns 6a and 6b of Table 2c are no longer requested;

- c) where courses are run jointly by two or more institutions, the proportion of the course undertaken at each institution should be reflected in the number of credit points returned by each institution (see Annex A, paragraph 30);
- d) where year long modules are not completed, but credit values are formally awarded as a result of undertaking the module and are shown in the student's official record, the credits may be returned as completed (see Annex A, paragraph 22);
- e) Joint Academic Coding System (JACS) codes must be used to assign subjects to Academic Subject Categories (ASCs) (see Annex E);
- f) data previously collected separately on Community University of North Wales students, returned in column 8 of Table 1c and column 8 of Table 2c, as a subset of the data returned in column 4, are no longer required. However, institutions should still return data relating to such students in the remaining columns of Tables 1c and 2c as appropriate;
- g) data collected separately on the HE in further education (FE) initiative and Ufi courses are no longer required. All such data must now be included within the main tables. However, as last year, data relating to the ITT New Innovative Provision Initiative are still requested on a separate set of tables and should be excluded from the main tables;
- h) data previously collected separately on Mainstream Continuing Education (CE) students, returned in column 7 of Table 1c and column 7 of Table 2c, as a subset of the data returned in column 4, are no longer required. However, institutions should still return data relating to such students in the

remaining columns of Tables 1c and 2c as appropriate;

- i) data previously collected separately on home and EC fundable PGCE (FE) and Cert Ed (FE) registrations on Table 4 are no longer required.

■ CONTENTS

- 5 This Circular provides:
 - a) notes of guidance on completion of the EYM 2002/03 survey;
 - b) definitions of the various categories used to classify students;
 - c) copies of the survey tables which will be distributed in Excel 2000 workbooks for institutions to complete and return.
- 6 The table numbering reflects that in the Higher Education Students Early Statistics (HESES) 2002 Survey (W02/68HE).
- 7 The contents of the annexes are as follows:
 - Annex A: Notes of Guidance
 - Annex B: Table Descriptions
 - Annex C: Column Descriptions of the Tables
 - Annex D: Definition of a Recognised HE Qualification
 - Annex E: Definition of ASCs
 - Annex F: Definition of Mode of Study
 - Annex G: Definition of Level of Study
 - Annex H: Definition of Residential Status and Eligibility for Mainstream Funding
 - Annex I: College reference numbers and other codes relating to the institution at which courses are taught
 - Annex J: Apportionment of Student Registrations between ASCs
 - Annex K: HESA/HESES and HESA/EYM Mappings
 - Annex L: Summary of Rules for Recording Credit Values
 - Annex M: Validation Checks
 - Annex N: Workbook Notes
 - Annex O: Printed tables for completion by all institutions directly funded by HEFCW

Annex P: Printed tables for completion by HEIs receiving funding under the ITT New Innovative Provision Initiative

■ ADJUSTMENT OF 2002/03 FUNDING

- 8 For the purposes of calculating any adjustment to 2002/03 funding (for both full-time and part-time students), credit values resulting from modules for which students registered up to and including, as well as after, 1 November will be used and the number of credit values associated with modules from which students withdraw will be deducted.

■ RETURN OF DATA

- 9 Completed workbooks should be returned by e-mail to hestats@elwa.ac.uk no later than **18 July 2003**. A corresponding set of tables in hard copy should be sent to:

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Higher Education Funding Council for Wales
Linden Court
Ilex Close
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- 10 Institutions should ensure that the name of the person completing the return and the date and time of completion are included on the tables.
- 11 It is important that returns are made on time so that the council may calculate the adjustment of grant for 2002/03.
- 12 Institutions are encouraged to begin to prepare their returns well before the return date of 18 July 2003 so that only final adjustments need to be made before dispatch of the completed return. HEFCW reserves the right to enter its own estimates of student registrations/credit values for institutions which fail to return the survey on time.
- 13 Any queries about the return should be directed to Rachael Gray (telephone 029 2068 2243, e-mail hestats@elwa.ac.uk).

■ NOTES OF GUIDANCE

- 1 These notes of guidance apply to all institutions which receive funding from HEFCW directly, including both those funded through mainstream funding and those funded under the ITT New Innovative Provision Initiative.

■ TABLES TO BE COMPLETED

- 2 There are two separate sets of tables to be completed by institutions. Copies of these are provided at Annexes O and P. Institutions need to complete the tables relating to the provision for which they were funded in 2002/03. The annexes relate to:
 - provision funded through the Council's mainstream funding (Annex O)
 - provision funded through the ITT New Innovative Provision Initiative (Annex P).
- 3 Institutions will be sent the relevant tables in EXCEL 2000 workbooks by e-mail.
- 4 Descriptions of the tables are provided in Annex B.

■ STUDENTS TO BE COUNTED

- 5 Only students who register with the aim of obtaining a recognised HE qualification on full-time, sandwich or part-time courses of HE as defined in Schedule 6 of the 1988 Education Reform Act, or credit towards a recognised HE qualification, are to be included in this return. Students not registering for a recognised HE qualification or credit towards such a qualification must be excluded. A definition of recognised HE qualifications is given in Annex D. Students on non-accredited HE courses should only be counted if the Council has been notified of these courses and has agreed to their inclusion.
- 6 Students registered at FEIs this academic year, who are pursuing prescribed HE qualifications as defined in Annex D, are to be included in this return only if their courses are eligible for mainstream funding from HEFCW either directly or through a franchise/outreach agreement (data to be returned by the institution which franchises out the course).
- 7 A registration is considered as a binding undertaking to pay a fee to an institution (unless the fee has been waived) as opposed to an acceptance of a place. 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, may be included both in Tables 1a or 1b and Table 1c and the corresponding credit values tables. 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.

Registrations arise from:

- a) new enrolments. Incoming exchange or ERASMUS (now part of the SOCRATES programme), TEMPUS or Junior Year Abroad (JYA) students should **not** be included on this return;

- b) out-going SOCRATES/ERASMUS and other exchange students, who should be included;
 - c) students re-registering for second or subsequent years of their study. Students interrupting their studies for private reasons, but who intend to return the following year, should not be regarded as registered.
- 8 For this survey, the numbers of registrations and credit values occurring during the academic year commencing 1 August 2002 are to be returned in two parts: those that occurred up to and including 1 November 2002, and those that occurred after 1 November 2002 but before 1 August 2003.
- 9 Institutions are asked to identify the number of registered students who change course, withdraw or fail to complete a course during the academic year. 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 course.

■ RULES FOR RECORDING STUDENT REGISTRATIONS

- 10 When student load is determined by headcounts rather than credit values, those students who are following programmes of study which do not coincide with the academic year should 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 anniversary of the first registration. Programmes which exceed 12 months but are of less than two years' duration, should be counted as one full year and one part year from the anniversary of the first registration.
- 11 Full-time programmes in which the final year does not fit the usual criteria 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, should be returned as full-time for the whole of the programme. See examples i) and v) below.

Non-completions

- 12 Non-completions occur where students do not complete their studies due to withdrawal, dropout, or failure to complete the course or take part in required assessment procedures. Students interrupting their studies for the remainder of the academic year for personal reasons are included in the definition of non-completions. Students who sit examinations at the end of the course or academic year and fail them are deemed to have completed their studies and should **not** be included as non-completions. Those who complete only one semester, as defined in paragraph 13, are counted as one semester non-completions.

One semester completions

- 13 Full-time taught students who complete only the first semester should be counted as one semester completions in those instances where they are pursuing a modular programme within which individual modules are presented on a semester basis. However, they must not withdraw before the end of the first semester and must take part in all assessment procedures required for the completion of the modules pursued that take place during or immediately after the end of the semester. Completed modules or units should be counted even if there is an additional assessment of the work undertaken during the semester that takes place at the end of the academic year or the end of the course. Only full-time taught students are included within the definition of one semester completions.

Examples:

- i) A student enrolls on a full-time undergraduate course that starts on 1 October 2001 and finishes on 31 January 2003. He should be included in HESES/EYM 2001/02 as a full-time registration; and again as a full-time registration on HESES/EYM 2002/03 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.
- ii) A student enrolls for a full-time PhD in April 2001 and completes her programme in March 2004. She should be counted as a full-time registration in column 2 of HESES/EYM 2000/01 and column 1 of HESES/EYM 2001/02 and 2002/03. She is counted three times, once for each 12 month period of full-time study: first in the academic year in which she first registered, and again in each of the two subsequent academic years containing the anniversary of the first registration.
- iii) A student enrolls for a full-time undergraduate course that starts on 1 October 2001 and finishes on 31 May 2003. She should be included in HESES/EYM 2001/02 as a full-time registration; and as a full-time registration again in HESES/EYM 2002/03.
- iv) A student enrolls for a semesterised full-time undergraduate course that normally starts on 1 October 2001 and finishes on 30 June 2003. 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 2002/03 academic year and completes the whole of the first year, and then goes on to complete the second year of the course in the 2003/04 academic year. She should be returned in HESES/EYM 2001/02 as a full-time registration in column 1 of Table 1a and on EYM 2001/02 as a one semester non-completion in column 3. In both 2002/03 and 2003/04, she should be returned in column 1 of Table 1a as a full-time registration.
- v) A student enrolls for a full-time 30 month course that starts on 1 February 2003 and finishes on 31 July 2005. He should be included as a full-time registration in column 2 of Table 1a on HESES/EYM 2002/03, as a full-time registration in column 1 of Table 1a on HESES/EYM 2003/04 and again as a full-time registration in column 1 of Table 1a on HESES/EYM 2004/05.

■ RULES FOR RECORDING CREDIT VALUES ASSOCIATED WITH TAUGHT MODULES, UNITS OR COURSES

- 14 Credit values were used as the volume measure for funding all undergraduate and postgraduate taught provision in 2002/03. Credit values 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 course or 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.
- 15 All credit based data returned should conform to the Higher Education Credit Initiative Wales (HECIW) framework, except that the level should be that of the overall qualification aim and not that of the unit or module, if different. Where an institution has not formally allocated HECIW credit values to elements of its programmes, then notional credit values should be returned on the basis of the HECIW standard of 120 credit values equalling one academic year of HE experience for full-time undergraduates. Exceptions to this are HNCs which normally have credit values in the range of 144 to 150; and postgraduate taught courses where one full 12 month year of HE experience is equivalent to 180 credit values, for example, an MSc with dissertation. However, not all postgraduate taught courses give rise to 180 credit values; the credit values for courses of less than a full 12 months are to be reduced to reflect the notional learning time. For example, a postgraduate diploma without a dissertation should have a maximum of 120 credit values. In this context, it will be helpful to note HECIW's definition of the study year in terms of notional

learning time: 1200 hours for undergraduates (academic year); 1800 hours for postgraduates (12 month year). (See HECIW Handbook, Specification and Guidance, paragraph 14.)

- 16 Student registrations should not be converted to credit values simply on the basis of 120 credits per undergraduate enrolment; rather, the number of credits for each student should be based on the credit values of the modules started in the year. 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, held in the ASC of the course (see Annex L, paragraph 13). Only modules essential for the award of the qualification should be counted. Rules for recording credit values are summarised in Annex L.
- 17 Where student load is measured in terms of credit values, each module or unit must be assigned to the year of study in which the module or unit started and all credit values associated with that module or unit shown in HESES/EYM in that year only. In this way each credit value will be counted once only even if the module or unit spans two academic years.
- 18 Special rules applied for postgraduate taught courses in the 2001/02 HESES and EYM surveys. These rules no longer apply for 2002/03. Institutions should follow the guidance relating to postgraduate taught courses with dissertations in paragraphs 23 to 27.
- 19 Each credit value should be ascribed to the ASC of the subject taught in the module rather than the subject of the qualification aim of the student. 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 ASC identified will generally correspond to the HESA Module Record JACS code for the subject area of study - see Annexes E and K. However, the level of the credit should be assumed to be that of the qualification aim of the student.

Non-completions

- 20 For credit based tables, the credit values should normally be included as non-completions if the student does not complete all assessment procedures associated with the module, unit or course. 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. Paragraphs 21 and 22 below describe how some partial completions may be returned as completions.
- 21 For full-time semesterised courses, where there is assessment for the module at the end of the course or academic year, failure to take part in such assessment indicates that the second semester would be regarded as not completed, even if all assessments except the end of year assessment were completed. However, if all assessments due for that module during the first semester have been undertaken, the first semester can be counted as completed.
- 22 For full-time courses which are not semesterised, where students take a year long module and do not complete the module, but do gain credit values as a result, if the credit values are formally awarded and shown on the student's official record, the credit values may be returned as completed. This is subject to a minimum of four credit values.

Examples:

- i) A student enrolls for a part-time postgraduate diploma course on 1 October 2001 and completes his programme on 30 September 2003. The appropriate number of credit values associated with modules/units commenced in the period 1 October 2001 to 31 July 2002 should appear in HESES/EYM 2001/02; the credit values associated with modules/units commenced in the period 1 August 2002 to 31 July 2003 should appear in HESES/EYM 2002/03; and those associated with modules/units commencing in the period 1 August 2003 to 30 September 2003 should be in HESES/EYM 2003/04.

- ii) A student enrolls for a part-time course on 1 June 2002 and leaves on 31 May 2004. The credit values to be recorded in HESES/EYM 2001/02 would be those associated with modules/units commenced between 1 June 2002 and 31 July 2002 and would be recorded in column 2. Those relating to modules/units commencing between 1 August 2002 and 31 July 2003 would be recorded in column 1 of HESES/EYM 2002/03; and those relating to modules/units started between 1 August 2003 and 31 May 2004 would be returned in column 1 of HESES/EYM 2003/04.
- iii) A student enrolls for a full-time HND on 1 October 2002 and finishes on 30 June 2004. All credit values associated with modules/units started in the period 1 October 2002 to 31 July 2003 would be recorded in HESES/EYM 2002/03 and all the credit values associated with modules/units started in the period 1 August 2003 to 30 June 2004 would be recorded in HESES/EYM 2003/04. The overall total number of fundable credit values for the course as a whole recorded in HESES/EYM 2002/03 and 2003/04 should not exceed 240 credit values.
- iv) A student enrolls on a full-time one year undergraduate diploma starting in April 2003, leading to 120 credit values in total, with 70 credit values relating to modules started before 1 August 2003 and 50 credit values relating to modules started on or after 1 August 2003. He would be returned as one full-time registration in column 2 of HESES/EYM 2002/03. The 70 credit values associated with the modules starting in the 2002/03 academic year would be returned on HESES/EYM 2002/03 in column 2 and the 50 credit values associated with the modules started in the 2003/04 academic year would be returned in column 1 of HESES/EYM 2003/04. He has been returned as one full-time registration, with 120 credits in total.

■ POSTGRADUATE TAUGHT COURSES WITH DISSERTATIONS

- 23 Students on full-time postgraduate taught courses which include a dissertation should be returned on the full-time tables only. Such students should be recorded as one full-time registration in Table 1a and the associated credit values for each academic year should be shown in Table 2a.
- 24 Where the dissertation part of the postgraduate taught course starts in the same academic year as the course started, all credit values associated with the course should be returned within that academic year. For example, if a one year full-time postgraduate taught course starts in September 2002 and finishes in August 2003, and the dissertation associated with that course is started in July 2003, then a student on the course will be returned as a full-time registration on Table 1a of HESES02 and 180 credit values will be returned on Table 2a of HESES02.
- 25 If the dissertation is started in the academic year following that in which the course was started, the credit values associated with the dissertation should be returned in the academic year in which the dissertation was started. For example, if a one year full-time postgraduate taught course starts in October 2002 and finishes in October 2003 and the dissertation associated with the course is started in August 2003, then a student on the course will be returned as a full-time registration on Table 1a of HESES02, 120 credit values will be returned on Table 2a of HESES02, and 60 credit values, those associated with the dissertation, will be returned on Table 2a of HESES03. The student will **not** be returned as a registration on HESES03.
- 26 Students on one year full-time postgraduate taught courses with a dissertation should always be included as one full-time registration only with up to 180 credit values in total for the course, irrespective of when the dissertation is started.
- 27 The number of credit values associated with dissertations should be identified separately in column 6 on Table 2a.

■ **FRANCHISED STUDENTS**

- 28 The term "franchise", also referred to as "outreach", in HE in Wales refers to a HE course taught at a centre (the franchisee) which is not directly in receipt of funding from HEFCW for that course, and for which quality assurance is provided by a different Welsh HEI (the franchisor). Students taught at institutions in Wales may be registered at the franchisee or franchisor institution. However, students registered at institutions outside Wales, with a Welsh institution providing quality assurance, are not included within the definition of franchised students and should not be included in the return. Institutions may only count students franchised to institutions outside Wales if the Council has been notified of these courses and has agreed to their inclusion.
- 29 Students taught on the basis of a franchise agreement, referred to as "franchised out" students, should be included in the return by the franchisor as part of their numbers of registered students or credit values and also separately identified in the tables under the column headed "franchised out" (see Annex C for details). The number entered should correspond to those who complete the academic year or the module or unit in question, i.e. a subset of the numbers returned in column 4 of Tables 1 to 2. Courses and the institutions at which they are taught should be shown in Table 4.

■ **JOINT COURSES**

- 30 Students on a course which is run jointly by two or more institutions, and not the subject of a franchising arrangement, should be counted in proportion to the number of credits associated with the study at each institution.

■ **MAINSTREAMED CONTINUING EDUCATION (UW ABERYSTWYTH, UW BANGOR, CARDIFF UNIVERSITY, UW SWANSEA)**

- 31 Mainstreamed Continuing Education (CE) students should be included in Tables 1c and 2c if they meet the following criteria:
- a) the student is registered on a programme leading to credit(s) towards a recognised HE qualification as defined in Annex D;
 - b) the minimum eligibility requirement for student load is met; this is 3 per cent of an FTE or approximately one week of study; and
 - c) the institution was in receipt of Continuing Education funding before the programme was mainstreamed.
- 32 Students who do not participate in all required assessment for the programme being studied should be returned in Column 3 of the tables as non-completions.
- 33 All CE credit values should conform to the HECIW framework (see paragraph 15) but the level should be that of the overall qualification not that of the unit or module, if different.

■ **CLASSIFICATION OF STUDENTS**

- 34 The information in the survey is classified according to ASC, mode of study, level of study, residential status and eligibility for funding. Definitions of these classifications are given in Annexes E and K (ASC), Annex F (mode of study), Annex G (level of study) and Annex H (residential status and eligibility for funding). The HESA/HESES and HESA/EYM mappings given in Annex K should be regarded as indicative not definitive.

■ TABLE DESCRIPTIONS

DIRECTLY FUNDED HEIs AND FEIs (INCLUDING PROVISION AT FEIs FORMERLY FUNDED UNDER THE HE IN FE INITIATIVE)

- 1 In all tables, franchised out students should be returned by the franchisor only (see Annex A, paragraphs 28 and 29).
- 2 Tables 1a, 1b and 1c correspond to the three categories of mode of study defined in Annex F. These tables are mutually exclusive and together should sum to the total number (not FTE) of relevant student registrations for the academic year 2002/03. Student registrations are required by ASC, level of study, residential status and eligibility for mainstream funding.

Table 1a	Full-time student registrations for the academic year 2002/03 for whom a full-time fee is chargeable. This includes those language year abroad students, outgoing exchange students, and sandwich students (full-time sandwich students), for whom a whole full-time fee is chargeable.
Table 1b	Full-time sandwich year out student registrations for the academic year 2002/03 for whom approximately half of the full-time fee is chargeable. Numbers of students returned in this table should represent only those full-time sandwich students on their placement year out (including language students on their year out) for whom a whole full-time fee is not chargeable (see Annex F).
Table 1c	Part-time student registrations for the 2002/03 academic year. Registrations of CE students, Community University of North Wales students and students on Ufi courses should be included here.
- 3 Tables 2a, 2b and 2c show student load in terms of credit values.

Table 2a	Full-time registrations for the 2002/03 academic year in terms of the credit values associated with the modules, units or courses that comprise the current year of the course.
Table 2b	Sandwich year out registrations for the 2002/03 academic year in terms of credit values.
Table 2c	Part-time registrations for the 2002/03 academic year in terms of the credit values associated with the module, unit or course, including credit values associated with CE students, Community University of North Wales students and students on Ufi courses.
- 4 Tables 3a and 3b provide breakdowns of full-time ITT registrations shown in Table 1a.

Table 3a	ASC 11a, column 1 of Table 1a broken down by subject of study, together with an additional column for exits. Within the 24 secondary subjects it should be noted that: <ol style="list-style-type: none"> i. Mathematics includes Statistics; ii. Physical Education includes Movement Studies and Dance.
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Table 3b ASC 11a, column 4 of Table 1a broken down by subject of study and teaching medium (English or Welsh), with an additional column for exits. For the purpose of this table, a Welsh medium course is a separate and coherent course delivered primarily through the medium of Welsh and aimed specifically at students who wish to teach in Welsh medium or bilingual schools.

5 Table 4 requests information on franchised out courses.

Table 4 Student registrations and credit values for courses which are franchised out, by course title; institution where the course is taught; fee status; ASC; mode of study; and level of study. The data returned here are equivalent to those returned in column 5 of Tables 1 to 2.

HEIs RECEIVING FUNDING UNDER THE ITT NEW INNOVATIVE PROVISION INITIATIVE

6 All numbers returned in Tables 1T and 2T should represent headcounts of students and not FTEs. Data returned in Tables 3T and 4T should be recorded on the basis of credit values. Students/credit values funded under this initiative should not be included in Tables 1 to 4. The data are requested by course name, residential status and eligibility for initiative funding.

Table 1T Full-time student registrations on courses funded under the ITT New Innovative Provision Initiative for the academic year 2002/03 for whom a full-time fee is chargeable.

Table 2T Part-time student registrations on courses funded under the ITT New Innovative Provision Initiative for the 2002/03 academic year.

Table 3T Full-time registrations on courses funded under the ITT New Innovative Provision Initiative for the 2002/03 academic year in terms of the credit values associated with the modules for the current year of the course.

Table 4T Part-time registrations on courses funded under the ITT New Innovative Provision Initiative for the 2002/03 academic year in terms of the credit values associated with the modules for the current year of the course.

■ COLUMN DESCRIPTIONS OF THE TABLES

DIRECTLY FUNDED HEIs AND FEIs (INCLUDING PROVISION AT FEIs FORMERLY FUNDED THROUGH THE HE IN FE INITIATIVE)

- 1 In all tables, franchised out students should be returned by the franchisor only (see Annex A, paragraphs 28 and 29) and included in all relevant columns.

Tables 1a, 1b and 1c – Full-time, Sandwich Year Out and Part-time Student Registrations

- 2 Tables 1a and 1b have five principal columns (see Annex O), with column 1 being split into three sub-columns.
- 3 **Column 1a:** Numbers of registrations between 1 August 2002 and 1 November 2002 inclusive. This column is automatically completed to show the final HESES 2002 column 1 figures.
- 4 **Column 1b:** Numbers of changes in registrations between 1 August 2002 and 1 November 2002 inclusive, which had not been recorded prior to the submission of HESES 2002. Net additions should be shown as positive values and net reductions as negative values.
- 5 **Column 1c:** Amended number of actual registrations between 1 August 2002 and 1 November 2002 inclusive. This column contains the sum of columns 1a and 1b and is calculated automatically.
- 6 **Column 2** Numbers of registrations between 2 November 2002 and 31 July 2003 inclusive. Figures recorded here should be inclusive of any transfers after 1 November 2002. For example, if there were 12 additional registrations in Science, but four Science students, who started before 1 November, transferred to Engineering, the number shown against Science in column 2 would be eight. Students who were not registered on 1 November but re-registered after 1 November after interrupting their studies for personal reasons should be included here.
- 7 **Column 3:** Numbers of non-completions between 2 November 2002 and 31 July 2003 inclusive. Figures returned here relate to student registrations in columns 1c and 2. See Annex A, paragraph 12 for a definition of non-completions.
- 8 Fundable students on full-time courses which are semesterised but who completed only one semester should be returned as headcounts in the sub-column titled 'One-semester' in column 3, all other non-completions relating to fundable students should be returned in the sub-column titled 'None'. This only applies to full-time taught courses; the 'One-semester' column should not be completed for postgraduate research students. Further information is given in Annex A paragraphs 12 and 13. Note that in any calculations, students recorded as completing one semester will be counted as 0.5.
- 9 **Column 4:** This is the overall number of registrations for the academic year 2002/03. It is the sum of columns 1c and 2 less column 3. The calculation is done automatically in the spreadsheet. Data returned in column 5 onwards are a subset of this column.
- 10 **Column 5:** Numbers of registrations franchised out between 1 August 2002 and 31 July 2003 inclusive. See Annex A, paragraphs 28 and 29. Registrations returned here should be net of all known or predicted transfers and non-completions, consistent with column 4.
- 11 Table 1c requests part-time registration data on the same basis as for full-time and sandwich year out registrations and has five principal columns.

- 12 **Columns 1 to 5:** As described for Table 1a, with the exception that those students on semesterised courses who complete one semester only should not be shown separately in column 3, and are not to be counted as 0.5 of a non-completion.

Tables 2a, 2b and 2c – Full-time, Sandwich Year Out and Part-time Credit Values

- 13 These tables request data on credit values for undergraduate and postgraduate taught students, but not postgraduate research students. The credit values should be returned in accordance with the guidelines set out in Annex A paragraphs 14 to 22 and Annex L. Note that some students shown as withdrawing before the end of the year in Tables 1a and 1c may be shown as completing modules in Tables 2a and 2c. Similarly, final year students on non-standard year courses may be excluded from Table 1 but modules relating to those students may be recorded in Table 2. All numbers entered in the tables should be rounded to whole numbers.
- 14 Tables 2a, 2b and 2c have five principal columns, with column 1 being split into three sub-columns.
- 15 **Column 1a:** Numbers of credit values arising from registrations on modules, units or courses between 1 August 2002 and 1 November 2002 inclusive. This column is automatically completed with final data returned in column 1 of Tables 2a, 2b and 2c, HESES 2002.
- 16 **Column 1b:** Changes in credit values between 1 August 2002 to 1 November 2002 inclusive, which had not been recorded prior to the submission of HESES 2002. Net additions should be shown as positive values and net reductions as negative values.
- 17 **Column 1c:** Amended number of registrations between 1 August 2002 and 1 November 2002 inclusive. This column is the sum of columns 1a and 1b and the calculation is done automatically in the spreadsheet.
- 18 **Column 2:** Numbers of credit values arising from registrations on modules, units or courses after 1 November 2002.
- 19 **Column 3:** Numbers of credit values associated with non-completions of courses, modules or units, between 2 November 2002 and 31 July 2003 inclusive. Non-completions are defined in Annex A, paragraphs 20 to 22.
- 20 **Column 4:** This shows the overall credit values arising from registrations on modules, units or courses for the academic year 2002/03. It is the sum of columns 1c and 2, minus column 3. The calculation is done automatically in the spreadsheet. Data returned in column 5 onwards are a subset of this column.
- 21 **Column 5:** Numbers of credit values associated with students franchised out between 1 August 2002 and 31 July 2003 inclusive. See Annex A, paragraphs 28 and 29 for more details. Credit values returned here should be net of all known or predicted transfers and non-completions, consistent with column 4.
- 22 Table 2a has one additional column.
- 23 **Column 6:** Numbers of credit values associated with the dissertation element of a full-time postgraduate taught masters course (counted at 60 credit values per dissertation) are to be recorded here. The figures should be consistent with those recorded in column 4.

Table 3a – ITT Student Registrations

- 24 **Columns 1a to 1c:** As described for Table 1a columns 1a to 1c. The data returned here must match those returned in ASC 11a of Table 1a, columns 1a to 1c.

- 25 **Column 2** Numbers of exits. This is the number of home and EC fundable students who complete their studies by gaining QTS (based on column 1c) at the end of the academic year 2002/03.

Table 3b – ITT Student Registrations by Teaching Medium

- 26 Table 3b has two sub-tables, one collecting English-medium provision and a second collecting Welsh-medium provision. A Welsh-medium course is a separate and coherent course delivered primarily through the medium of Welsh and aimed specifically at students who wish to teach in Welsh medium or bilingual schools.
- 27 **Column 1:** Registrations between 1 August 2002 and 31 July 2003 inclusive, for ASC 11a, broken down by subject of study. The data must match those returned in column 4 of Table 1a for ASC 11a.
- 28 **Column 2** Numbers of exits. This is the number of home and EC fundable students who complete their studies by gaining QTS (based on column 1) at the end of the academic year 2002/03.

Table 4 – Outreach/franchised out courses

- 29 Table 4 requests further information on the franchised out students already included in column 5 of Tables 1 and 2.
- 30 **Column 1:** The title of the franchised out course.
- 31 **Column 2** The code of the institution at which the course is taught (see Annex I for a list of codes). If codes 9990 to 9996 are used (institutions or locations which are not Welsh HEIs or FEIs), the name of the institution or location involved should be included
- 32 **Column 3:** Fee status of the course. This column should be completed with one of the following: F (home and EC fundable), NF (home and EC non-fundable), I (Island), O (overseas). See Annex H.
- 33 **Column 4:** ASC of the course. ASC 11 should be split into 11a (ITT) and 11b (non-ITT). See Annex E for a list of ASC codes. For combined or modular courses, more than one ASC may be shown.
- 34 **Column 5:** Mode of study. This column should be completed with one of the following: FT (full-time), SW (sandwich year out), PT (part-time). See Annex F.
- 35 **Column 6:** Level of study. This column should be completed with one of the following: UG (first degree or equivalent), NDUG (undergraduate other than first degree), PGT (postgraduate taught), PGR (postgraduate research). See Annex G.
- 36 **Column 7:** Number of registrations on outreach and franchised out courses as returned in column 5 of Tables 1a, 1b and 1c.
- 37 **Column 8a:** ASC of the module or unit. ASC 11 should be split into 11a (ITT) and 11b (non-ITT). See Annex E for a list of ASC codes.
- 38 **Column 8b:** Number of credit values associated with outreach and franchised out courses, as returned in column 5 of Tables 2a, 2b and 2c.

HEIS RECEIVING FUNDING UNDER THE ITT NEW INNOVATIVE PROVISION INITIATIVE

Tables 1T and 2T - Full-time and Part-time Student Registrations

- 39 Tables 1T and 2T have four principal columns and request data on full-time and part-time registrations respectively for undergraduate students being funded through the initiative. All numbers should be in terms of headcounts, returned against the appropriate course title. Column 1 is split into three sub-columns.
- 40 **Columns 1 to 4:** As described for columns 1 to 4 of Tables 1a and 1c.

Tables 3T and 4T - Full-time and Part-time Credit Values

- 41 Tables 3T and 4T have four principal columns. They request data on full-time and part-time credit values respectively for undergraduate students funded through the initiative. The credit values should be returned in accordance with the guidelines set out in Annex A paragraphs 14 to 22 and Annex L. All numbers entered in the tables should be rounded to whole numbers.
- 42 **Columns 1 to 4:** As described for columns 1 to 4 of Tables 2a and 2c.

■ **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. These include any postgraduate or undergraduate degree, including foundation degrees, 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, should only be included if they are validated by the University of Wales, the University of Glamorgan or are included within the QCA framework (or awaiting inclusion).

- 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.

■ **DEFINITION OF ASCs**

- 1 JACS codes have replaced HESACODEs for 2002/03 and should be used to assign ASCs. For Tables 2a and 2c, ASCs should be assigned according to the subject taught in the course, module or unit rather than the subject of the qualification aim of the students (see Annex A, paragraph 19 and Annex J). In Table 2b, for students on placements or language years abroad, ASCs should be assigned in whichever ASC is considered most relevant.

ASC	Name	JACS Subject Codes	
1	Clinical and Pre-Clinical Subjects* 1a 1b 1c 1d	All A codes	Pre-clinical Medicine Clinical Medicine Pre-clinical Dentistry Clinical Dentistry
2	Subjects and Professions Allied to Medicine	B codes excluding: B2 & B3 L5 codes	Subjects Allied to Medicine (excluding Pharmacology and Pharmacy) Applied Social Work
3	Science	All F codes All C codes All D codes B2 codes B3 codes	Physical Sciences Biological Sciences (including all psychology) Agriculture and related subjects Pharmacology Pharmacy
4	Engineering and Technology	All H and J codes	Engineering and Technology
5	Built Environment	All K codes	Architecture, Building and Planning, Environmental Technologies
6	Mathematical Sciences, IT and Computing	All G codes L140	Mathematical Sciences (including Operational Research) Econometrics
7	Business and Management	All N codes	Business and Management
8	Social Sciences	All L codes excluding: L5 & L140 All M codes	Social Studies including Economics, Sociology, Politics, and Law (excluding Applied Social Work and Psychology)
9	Humanities	All P, Q, R, T and V codes W8	Mass Communication and Documentation, Language and Humanities
10	Art, Design and Performing Arts	All W codes excluding: W8	Design, Music, Drama, Cinematics and Craft
11	Education* 11a ITT 11b non-ITT	All X Codes	Any ITT QTS Education

*split into sub-categories.

■ DEFINITION OF MODE OF STUDY

Full-time

- 1 Students are classified as registered for full-time study if:
 - they are registered at an educational establishment;
 - they are pursuing studies;
 - they are 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; or
 - they are in the final year of a full-time course in which they attend for less than 24 weeks.
- 2 This includes all full-time, sandwich, and language year abroad students other than those falling within the definition of 'Full-time Sandwich Year Out' below.

Full-time Sandwich Year Out

- 3 Students are classified as registered for sandwich year out study if:
 - they are registered at an educational establishment;
 - they are pursuing studies where their course falls within the definition of sandwich provided in Regulation 5 of the Education (Student Support) Regulations 2002 (SI 2002 No. 195), or they are full-time on a language year abroad; and
 - in the current academic year, the fees chargeable are those described in paragraphs c), e) or f) of Regulation 11 of the above regulations, or approximately half the whole full-time fee that would otherwise be charged if the student were classified as full-time.

Part-time

- 2 Students are classified as registered for part-time study if:
 - they are registered at an educational establishment;
 - they are pursuing studies; and
 - they do not meet the requirements to be either full-time or full-time sandwich year out.
- 3 CE Students should be classified as part-time.

■ DEFINITION OF LEVEL OF STUDY

- 1 For the purpose of this survey, credit values should be allocated to the level of the overall qualification aim of the student.

Undergraduate Degree

- 2 Undergraduate degree students are those aiming for a first degree.

Undergraduate Non-degree

- 3 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 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.
- 4 Both full-time and part-time courses leading to certificates for the teaching of further education, returned in ASC 11b, should be treated as undergraduate courses regardless of the assigned qualification aim code.

Postgraduate

- 5 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 student, taught and research.

Postgraduate Taught

- 6 Postgraduate taught students are those attending courses which are mainly taught even though part of the course may include a dissertation.
- 7 PGCE courses are to be included as taught postgraduate courses provided that they lead to QTS.

Postgraduate Research

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

■ DEFINITION OF RESIDENTIAL STATUS AND ELIGIBILITY FOR MAINSTREAM FUNDING

Home and EC Eligible for Mainstream Funding

- 1 Home and EC students are those domiciled in the UK or EC (excluding those domiciled in the Channel Islands or the Isle of Man) or who are otherwise entitled to pay home fees, as defined in Schedule 1 of the Education (Student Support) Regulations 2002 (SI 2002 No. 195). Where a course is self-financing but open (i.e. other candidates who are suitably qualified may be enrolled), then the additional students may be returned as eligible for mainstream funding.
- 2 The Education (Student Support) Regulations 2002 (SI 2002 No. 195) can be found on the HMSO web-site, www.hmso.gov.uk, under 'Legislation', 'United Kingdom', 'Statutory Instruments'.
- 3 The students described in paragraphs 4, 6 and 7 below must **not** be counted as eligible for mainstream funding by HEFCW.

Home and EC Ineligible for Mainstream Funding

- 4 Home and EC students ineligible for mainstream funding are those who may pay a home fee but whose place is not considered eligible for HEFCW mainstream funding. This category covers those on full cost or self-financing courses where:
 - a) the student place is being funded from public sources other than HEFCW. For example, Department of Health, NHS, GEST, Home Office;
 - b) the student place is funded from private sources;
 - c) the students are postgraduate research students in departments rated below 3b in the 2001 RAE, unless rated 2 and the department was shown to be in receipt of Research Council, Arts and Humanities Research Board or British Academy studentships or grants in the 2001 RAE and the HEFCW has notified the institution that the students in the departments concerned are eligible for postgraduate research (PGR) funding;
 - d) the students are fundable under the ITT New Innovative Provision Initiative (such students must be returned on the ITT New Innovative Provision Initiative tables only).
- 5 Where reference is made to total home and EC students, this relates to the sum of those eligible and ineligible for mainstream funding as defined above.

Island

- 6 Island students are those resident in the Channel Islands or the Isle of Man and who do not pay home fees.

Overseas

- 7 Overseas students are those domiciled outside the UK or EC, Channel Islands or Isle of Man and who are not entitled to pay a home fee.

■ **COLLEGE REFERENCE NUMBERS AND OTHER CODES RELATING TO THE INSTITUTION AT WHICH COURSES ARE TAUGHT**

Reference number	FE Colleges in Wales
9003	Barry College
9004	Bridgend College
9005	Coleg Sir Gar
9006	Coleg Ceredigion
9007	Deeside College
9008	Coleg Glan Hafren
9009	Gorseinon College
9010	Coleg Gwent
9012	Coleg Llandrillo
9013	Coleg Llysfasi
9014	Coleg Meirion-Dwyfor
9015	Merthyr Tydfil College
9017	Pembrokeshire College
9020	Coleg Morgannwg
9021	Coleg Powys
9023	St. David's Sixth Form College
9024	Swansea College
9025	Welsh College of Horticulture
9026	Yale College
9027	Ystrad Mynach College
9030	WEA South
9031	YMCA
9032	Coleg Menai
9033	Neath Port Talbot College
9034	Coleg Harlech/WEA North
Reference number	HE Institutions in Wales
0086	University of Wales College, Newport
0087	North East Wales Institute of Higher Education
0089	University of Wales Institute, Cardiff
0090	University of Glamorgan
0091	Swansea Institute of Higher Education
0092	Trinity College Carmarthen
0176	University of Wales, Lampeter
0177	University of Wales, Aberystwyth
0178	University of Wales, Bangor
0179	Cardiff University
0180	University of Wales Swansea
0181	University of Wales College of Medicine
0182	Royal Welsh College of Music and Drama
Other codes	Types of Institution/Location
9990	Other location in Wales
9991	HE institution in England, Scotland, NI or other EC
9992	HE institution outside EC
9993	FE institution in England, Scotland, NI or other EC
9994	FE institution outside EC
9996	Any other location outside Wales

■ APPORTIONMENT OF STUDENT REGISTRATIONS BETWEEN ASCS

- 1 The distribution of student registrations between ASCs when recorded as headcounts depends on the assigned subject of qualification aim, with the following exceptions:

Initial Teacher Training

- 2 All registrations on courses leading to QTS must be wholly assigned to ASC 11a (Education ITT) irrespective of their JACS codes. ASC 11a should contain all and only those students on courses of ITT for primary or secondary teachers which lead to QTS upon successful completion. Courses of ITT for teachers in adult and further education and in-service training for teachers should be recorded under ASC 11b (non-ITT).

Major/Minor or Balanced combinations

- 3 Where codes indicate a major/minor or balanced combination of subjects split between two or more ASCs, the students should be allocated to the ASCs pro rata to the notional subject weightings and the resulting numbers must be rounded to whole numbers which in total show the correct number of student registrations.

■ ALLOCATION OF CREDIT VALUES TO ASCS

- 4 Full-time, sandwich and part-time registrations recorded on a credit value basis are to be recorded according to the ASC of the subject of the module and **not** the subject of the overall qualification aim of the students. This will generally correspond to the HESA Module Record JACS code for subject area of study - see Annex K.

■ HESA/HESES AND HESA/EYM MAPPINGS

- 1 This annex provides mappings which HEFCW will use to analyse HESA data and provide information on a comparable basis to those collected on the HESES and EYM surveys. These mappings should be regarded as indicative **not** definitive. It should be noted that in some cases, for example, the classification of full-time sandwich year out, 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/EYM rules must be followed when completing the HESES/EYM returns. It should not be assumed that students fall into a particular HESES/EYM category solely on the basis of the coding of HESA fields listed in this annex. The mappings show the name of the relevant HESA field with the number of the field in brackets; those from the student record are prefixed by an S; those from the module record are prefixed by an M.

■ HESES/EYM POPULATION

- 3 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	QUALAIM (S41) = 53 to 55, 63, 71 to 83, 97 to 99
Students who withdraw on or before 1 November 2002	DATELEFT (S35) ≤ 01112002 and FUNDCOMP (S140) = 1
Dormant, sabbatical or writing up students	MODE (S70) = 43, 44, 51, 63, 64
Incoming exchange students	SPCSTU (S28) = 3, 4, 5, 6, 8
Students taught wholly outside the UK	LOCSDY (S71) = 7
Students studying for less than 3% FTE	STULOAD (S74) < 3
Specific exclusions	FUNDCOMP (S140) = 9

- 4 The following students, though in the population, will not be counted as registrations for HESES/EYM 2002/03:

Students in their final year attending a course which follows a non-standard academic year	TYPEYR (S138) = 2 and DATELEFT (S35) ≤ 31072003 and DATELEFT (S35) ≤ anniversary of COMDATE (S26) in 2002/03
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■ HESES/EYM CATEGORISATION

Mode of Study

5 Mode of study is categorised as follows:

Full-time	MODE (S70) = 01 or MODE (S70) = 23, 24, 52, 53 and FEEBAND (S67) = 02, 42
Full-time sandwich year out	MODE (S70) = 23, 24, 52, 53 and FEEBAND (S67) = 02, 42 and LOCSDY (S71) = D, F
Part-time	Otherwise

Level of Study

6 Level of study is categorised as follows:

Undergraduate degree	QUALAIM (S41) = 18, 20 to 24
Undergraduate non degree	QUALAIM (S41) = 15, 25 to 30, 32, 33, 41 to 45, 51, 52, 61
Postgraduate taught	QUALAIM (S41) = 03, 05, 07, 08, 10, 12, 13, 62
Postgraduate research	QUALAIM (S41) = 02, 04, 06, 14

7 Note that PGCE (FE) is to be shown as undergraduate in HESES/EYM, but will be included as postgraduate taught in any comparison. This is because PGCE (FE) is returned on the HESA record with the same qualification aim as PGCE leading to QTS (QUALAIM (S41) = 12).

Residential Status and Eligibility for Mainstream Funding

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

Home and EC fundable	FUNDCODE (S65) = 1
Home and EC non-fundable	FUNDCODE (S65) = 2 and FEELIG (S66) = 1, 3
Island	FUNDCODE (S65) = 2 and DOMICILE (S12) = 3826, 4826
Overseas	Otherwise

Assignment to ASCs

Registrations

9 Full-time registrations will be assigned to ASCs on the basis of the JACS codes shown in SBJQA1 (S43), SBJQA2 (S44), SBJQA3 (S45) and the balance indicator shown in SBJBID (S46), with the exceptions of medicine and dentistry (ASC 1) and ITT (QTS) (ASC 11a). The mapping between JACS codes and ASCs shown in Annex E will be used. Registrations can be split across ASCs and the following proportions in each ASC will assumed:

SBJQA1 (S43)	SBJQA2 (S44)	SBJQA3 (S45)	SBJBID (S46)	Proportion assigned to ASC
Completed	Blank	Blank	Blank	100% SBJQA1
Completed	Completed	Blank	1	50% SBJQA1, 50% SBJQA2
Completed	Completed	Blank	2	67% SBJQA1, 33% SBJQA2
Completed	Completed	Completed	Blank	33% SBJQA1, 33% SBJQA2, 33% SBJQA3

- 10 Medicine and dentistry registrations will be assigned using SBJQA1 (S43) only, as they can not be split between ASCs. ASCs will be assigned as follows:

SBJQA1 (S43)	
Pre-clinical medicine	A100
Clinical medicine	A300
Pre-clinical dentistry	A200
Clinical dentistry	A400

- 11 Medical and dental registrations will be further categorised as follows:

Registrations on intercalated years	QUALAIM (S41) = 24
YEARPRG (S72)	
Year 0	00
Year 1	01
Year 2	02
Year 3	03
Year 4	04

- 12 Registrations will be assigned to ASC 11a, ITT leading to QTS, where TTCID (S53) =1. Registrations will be further categorised as follows:

Primary phase	ITTPHSC (S54) = 15, 16, 17, 18, 19
Secondary phase	ITTPHSC (S54) = 24, 25, 26 Subject of study will be assigned using SBJQA1 (S43)
Welsh medium	BITTM (S55) = 1, 2
Gained QTS	OUTCOME (S146) = 1
YEARPRG (S72)	
Year 1	01
Year 2	02
Year 3	03
Year 4	04

Credits

- 13 Credit values are assigned to ASCs according to the JACS codes of the module, returned in SBJ01 (M13) and SBJ02 (M16), and the respective proportions in each, SBJPER01 (M14) and SBJPER02 (M17), using the mapping in Annex E. Modules undertaken by the HESES/EYM population are included in any comparisons and are counted in the academic year in which the module starts. The number of credit values is taken to be CRDTPTS (M9). Modules are assigned to ASCs as follows:

SBJ01 (M13)	SBJ02 (M16)	Proportion of CRDTPTS (M9) assigned to ASC
Completed	Blank	100% SBJ01
Completed	Completed	SBJPER01 (M14) to SBJ01, SBJPER02 (M17) to SBJ02

Column 1

- 14 The following registrations, included in the HESES/EYM population, will be assumed to be in column 1 of Tables 1a, 1b and 1c:

Those who complete on or before 1 November 2002 and are on a standard academic year	DATELEFT (S35) \leq 01112002 and FUNDCOMP (S140) = 1 and TYPEYR (S138) = 1
Those who started on or before 1 November 2002	COMDATE (S26) \leq 01112002

- 15 Credit values associated with registrations returned in column 1 of Tables 1a, 1b and 1c will be assumed to be in column 1 of Tables 2a, 2b and 2c, respectively. In addition, credit values associated with students in the final academic year of a course following non-standard academic years, where a registration is not returned, will be included.

Column 2

- 16 The following registrations, included in the HESES/EYM population, will be assumed to be in column 2 of Tables 1a, 1b and 1c:

Those who started after 1 November 2002	COMDATE (S26) $>$ 01112002
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- 17 Credit values associated with registrations returned in column 2 of Tables 1a, 1b and 1c will be assumed to be in column 2 of Tables 2a, 2b and 2c, respectively.

Column 4

- 18 The following registrations, included in the HESES/EYM population, will be assumed to be in column 4 of Tables 1a, 1b and 1c:

Countable registrations that completed the year of programme	FUNDCOMP (S140) = 1
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- 19 Note that this does not include one semester completions and may lead to an underestimate of the number of completions returned on HESES/EYM.

- 20 Credit values associated with completed registrations in column 4 of Tables 1a, 1b and 1c will be included in column 4 of Tables 2a, 2b and 2c. This may lead to an underestimation of the number of completed credit values as completed credits values are those associated with completed modules and not student completions.

New Entrants

21 New entrants are categorised as follows:

New entrants	YEARPRG (S72) = 01
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Students Franchised Out

22 Students that are franchised out for the whole of the year are categorised as follows:

Franchised out	FRNCHACT (S150) = 3
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23 Franchised out credit values are taken to be those associated with franchised out students.

SOCRATES/ERASMUS Students

24 SOCRATES/ERASMUS students on whole year exchange out are categorised as follows:

SOCRATES/ERASMUS exchange out	SPCSTU (S28) = 7 and FEEBAND (S67) = 03
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■ SUMMARY OF RULES FOR RECORDING CREDIT VALUES

Allocation to ASCs

- 1 All modules must be assigned to the ASC relating to the subject of study of the module using JACS codes.
- 2 Credit values for students on placements or language years abroad may be shown in whichever ASC is considered most relevant.
- 3 Quota controlled subject credit values (ASC 11a full-time undergraduate and postgraduate taught; and ASC 1 full-time undergraduate) must not be distributed across other ASCs; all should be returned in ASC 11a or ASC 1 as appropriate.

Recording Credit Values

- 4 Repeat modules where the student has progressed to the next year of study must **not** be shown as fundable.
- 5 Optional or elective modules not essential to the award of the qualification must **not** be shown as fundable.
- 6 Sandwich year out modules should be recorded as 120 credit values. The numbers shown will be reduced in the funding model by multiplying by 0.5.
- 7 Institutions must not record more than the maximum permitted number of fundable credit values, as shown in paragraph 13, for each student over the course as a whole.
- 8 Institutions should seek guidance from the HE statistics team at HEFCW if in doubt about whether or not modules are fundable.
- 9 Students repeating a full year or semester on a full-time basis may be recorded as fundable.
- 10 The normal rules for recording additional credit values for part-time study apply. In order to be eligible for funding, these modules must lead to a separate recognised HE qualification. For these purposes, a part-time course would 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.
- 11 Any full-time courses which are not yet modularised should be recorded with 120 credit values in the ASC of the course.
- 12 Dissertations associated with Master's degrees should be recorded in the academic year the student starts the dissertation with no more than 60 credit values (i.e. a maximum of 180 credit values in total for a Master's degree).

- 13 The total numbers of credit values recorded as fundable for each course should not exceed the following:

Course	Fundable Credit Values
Professional Doctorate	540
4 year degree (including integrated Master's)	480
3 year degree, plus sandwich year out (as returned on HESES/EYM)	480 (to include SW as 120 credits)
3 year degree, plus sandwich year out (as used for funding purposes)	420 (HEFCW to apply 0.5 weighting for SW year out)
3 year degree	360
Foundation degree (with conversion module(s))	240 (+36)
HND	240
HNC	Normally between 144 and 150
Master's degree with dissertation	180
Cert HE	120
Postgraduate Diploma	120
Most minor qualifications	60

- 14 Credit values should normally be recorded as non-completions if the student does not complete all assessment procedures associated with the module (see also Annex A paragraph 20).

■ VALIDATION CHECKS

- 1 A number of validation checks have been built into the Excel workbook containing Tables 1 to 4 (see Annex O) and these are listed in paragraphs 3 to 10 below. The validation checks can be found to the right of the corresponding tables.
- 2 If data pass a particular validation check, a validation cell above the table will read 'Validation #: OK'; if data fail, the validation cell will read 'Validation #: Failure' (# denotes the particular validation check). If there is a validation failure, the cell causing the error will read 'ERROR' and be highlighted in red in the relevant validation check to the right of the table.
- 3 In Tables 1a, 1b, 1c, 2a, 2b and 2c for each level of study, ASC and fee status, franchised out (column 5) \leq total registrations/credit values (column 4).
- 4 In Table 2a, for each level of study, ASC and fee status, PGT dissertation credit values (column 6) \leq total credit values (column 4).
- 5 In Table 3a, the total registrations between 1 August and 1 November (column 1c) for UG and PGT = the corresponding entries in column 1c of Table 1a for ASC 11a.
- 6 In Table 3a for each level of study and subject, exit figures (column 2) \leq total home and EC fundable registrations between 1 August and 1 November (column 1c).
- 7 In Table 3b, for each level of study and fee status (total English and Welsh), the Primary, Secondary Shortage and Secondary Non-shortage totals for registrations (column 1) = the corresponding entries for ASC 11a column 4 of Table 1a.
- 8 In Table 3b, for each teaching medium and level of study, exit figures (column 2) \leq total home and EC fundable registrations (column 1).
- 9 In Table 4, the total number of registrations (column 7) across all franchised out courses = total number of franchised out registrations in Tables 1a, 1b and 1c (column 5).
- 10 In Table 4, the total number of credit values (column 8b) across all franchised out courses = total number of franchised out credit values in Tables 2a, 2b and 2c (column 5).
- 11 In addition to the above validation checks, there is a credibility check, displayed beside the validation checks to the right of the tables. Institutions are invited to check and comment on instances where a CHECK message occurs.
- 12 In Tables 1a, 1b, 1c, 2a, 2b and 2c, for each level of study and ASC, percentage increase/decrease between HESES 2002 and EYM 2002 $>$ 25%, for column 4 fundable registrations/credit values.

■ **WORKBOOK NOTES**

- 1 Excel workbooks containing spreadsheet versions of the tables to complete for the 2002/03 EYM return will be e-mailed to data contacts at individual institutions.
- 2 The e-mail will have one or two Excel workbooks attached depending on whether the institution has provision funded under the ITT New Innovative Provision Initiative in addition to directly funded provision. Each workbook is saved in Excel 2000 and prefixed with a four character code identifying the institution, as follows.

Workbook name**Tables included**

____EYM.xls

Tables 1 to 4

____EYM(ITT).xls

Tables 1T, 2T, 3T, 4T

- 3 At the top of Table 1a, there are two boxes to complete, the first asks for the name of the person completing the return, the second asks for the date and time that the workbook was completed. Institutions must complete these boxes when they submit their return and, if the return is revised, each time a new submission is made. We are requesting this information to ensure that the latest version of the data can be easily identified. The information is automatically completed on all other tables using the information returned on Table 1a and does not need to be entered again.
- 4 If the workbook is corrupt or unreadable please contact Leon Lewis (029 2068 2262) for assistance.
- 5 It is advisable to make a backup copy of the blank workbooks before attempting to edit any of the files.
- 6 Institutions must not attempt to change the structure of the tables by adding or deleting any rows or columns.
- 7 Each workbook should be saved in Excel on completion, using the same filename and extension as that originally supplied. If the workbook is not saved in Excel 2000, institutions should ensure that the software has not used a different file extension by default.
- 8 The workbook containing Tables 1 to 4 includes a number of validation checks (see Annex M). Institutions should ensure their data pass all validation checks before the workbooks are returned.
- 9 The completed workbooks should be returned by e-mail to hestats@elwa.ac.uk, and a hard copy of the tables should be returned separately by post. We will confirm receipt of e-mail returns and hard copies.

PRINTED TABLES FOR COMPLETION BY INSTITUTIONS DIRECTLY FUNDED BY
HEFCW

PRINTED TABLES FOR COMPLETION BY HEIs RECEIVING FUNDING UNDER THE
ITT NEW INNOVATIVE PROVISION INITIATIVE

Table 1a : Student Registrations

Mode : Full-time
 Institution :
 Code :

Validation 1: OK
 Validation 8: OK

Name of Person Completing the Tables
 Date and Time Completed

			Registrations between 1 August 2002 and 1 November 2002								Column 1 Amendments				Amended Column 1				Registrations after 1 November 2002 in AY 2002/03				Non-completions				Total Registrations AY 2002/03 Col (1c) + (2) - (3)***				Franchised Out			
			1a				1b				1c				2				3				4				5							
			Home & EC		Island	O'seas	Home & EC		Island	O'seas	Home & EC		Island	O'seas	Home & EC		Island	O'seas	Home & EC		Island	O'seas	Home & EC		Island	O'seas	Home & EC		Island	O'seas				
			F*	NF**			F*	NF**			F*	NF**			F*	NF**			F*	NF**			F*	NF**			F*	NF**			F*	NF**	F*	NF**
ASC 1 Clinical & Pre-clinical Subjects	1a: Pre-clinical Medicine	UG degree																			0.0	0.0	0.0	0.0										
		UG non-degree																																
		PGT																																
		PGR																																
	1b: Clinical Medicine	UG degree																																
		UG non-degree																																
		PGT																																
		PGR																																
	1c: Pre-clinical Dentistry	UG degree																																
		UG non-degree																																
		PGT																																
		PGR																																
1d: Clinical Dentistry	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
1e: Veterinary Science	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 2 Subjects & Professions Allied to Medicine	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 3 Science	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 4 Engineering & Technology	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 5 Built Environment	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 6 Mathematical Sciences, IT & Computing	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 7 Business & Management	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 8 Social Sciences	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 9 Humanities	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 10 Art, Design & Performing Arts	UG degree																																	
	UG non-degree																																	
	PGT																																	
	PGR																																	
ASC 11 Education	11a: ITT Primary	UG																																
		PGT																																
	11a: ITT Secondary shortage	UG																																
		PGT																																
	11a: ITT Secondary non-shortage	UG																																
		PGT																																
	11b: Non-ITT	UG degree																																
		UG non-degree																																
PGT																																		
PGR																																		
Total	UG degree	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0						
	UG non-degree	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0						
	PGT	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0						
	PGR	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	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0						

* Fundable
 ** Non-Fundable
 *** Except where completions of one semester count 0.5 towards column 4

HEFCW End of Year Monitoring of Higher Education Enrolments 2002/03

New Innovative Provision Initiative (ITT)

Table 2T Part-time Student Registrations

Institution:
Code:

Course Title	Registrations between 1 August 2002 and 1 November 2002				Column 1 Amendments			Amended Column 1 Col (1a) + (1b)				Registrations after 1 November 2002 in AY 2002/03				Non-completions			Total Registrations AY 2002/03 Col(1)+(2)-(3)				
	1		Island	Overseas	1b		Island	O'seas	1c		Island	O'seas	2		Island	Overseas	3		Island	Overseas	4		
	Home & EC				Home & EC				Home & EC				Home & EC				Home & EC				Home & EC		Home & EC
	F*	NF**	F*	NF**	F*	NF**	F*	NF**	F*	NF**	F*	NF**	F*	NF**	F*	NF**	F*	NF**	F*	NF**	Island	Overseas	
								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
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Fundable
** Non Fundable