

**To: Heads of higher education institutions
in Wales**

Reference: W04/34HE
Date: 28 May 2004
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NATIONAL STUDENT SURVEY 2005: ACCESS TO HEFCE EXTRANET

HEFCW Circular W04/30HE, and my letter dated 24 May 2004, advised HEIs in Wales of the HEFCW and HEFCE proposals for the National Student Survey and invited responses on some specific issues involved (HEFCE 2004/22). One of those issues concerns the way in which students will be identified for inclusion in the survey. In both circulars we proposed a standard algorithm for identifying the relevant students, and said we would provide institutions with data about how the proposed definition would apply in practice to their students.

I am now writing to provide you with details about how to access this information on the HEFCE extranet. I would be grateful if you could pass this letter on to relevant staff so the data can be considered prior to responding to the consultation.

The organisational key for your institution is: -----

Further details about how to use the HEFCE extranet are attached.

If you have any queries about this, please contact Richard Puttock at HEFCE on 0117 931 7472 or email r.puttock@hefce.ac.uk.

Yours sincerely,

**PROFESSOR PHIL GUMMETT
CHIEF EXECUTIVE**

ANNEX A

Accessing example target lists

Example national student survey target lists can be accessed from the HEFCE extranet at <https://extranet.hefce.ac.uk>.

Before you are able to access the HEFCE extranet site, you will need to have registered. This can be done by clicking the register link on the login screen. In order to register, you will require your e-mail address together with the 'organisation key' and 'group key', detailed below.

Organisation key:

Group key: N299-D2EB289B

Once you have registered, you should be able to log in by entering the e-mail address you used during registration, and the password that you created.

After verifying the e-mail address and password, your browser will be directed to the 'HEFCE extranet – available resources' page where you will have access to the example target lists. Full help on using the HEFCE extranet is available from the web-site.

Institutions are reminded that the example target lists are covered by the Data Protection Act. Therefore if there are concerns that the password has been revealed to an unauthorised member of staff within the institution, we will be happy to change the password. Please contact Richard Puttock on 0117 931 7472 for details.