

## Annex A

### Accessing and using the HEFCE extranet

1. The HE-BCI 2006 survey is available for completion by institutions through the HEFCE extranet, an encrypted and authenticated web-site, <https://extranet.hedata.ac.uk>.

#### Logging in

2. You can log in to the HEFCE extranet using either Athens Single Sign On – SSO (if this is available at your institution) or an e-mail address that has been registered on the site.

3. If you wish to log in using an Athens SSO account:

- a. Follow the Log in via Athens SSO link on the login page.
- b. Log in to Athens as normal (if you have not already done so).
- c. When Athens has authenticated you, your browser will be directed to the HEFCE extranet resources page.
- d. Use the Join a group button to access the designated page for these data. (The group key is given in paragraph 5 below.)

4. If you do not have an Athens SSO account, and have used the HEFCE extranet before, log in with a registered e-mail address:

- a. Use the login page to enter your e-mail address and password. If you have forgotten your password, click the Request a new one link and another password will be sent to you by e-mail. You will then need to change this new password before you can log in fully.
- b. HEFCE extranet accounts expire every 3 months. If your account has expired, click the 'refresh your account' link when prompted and enter your e-mail address, password and organisation key (shown below in Paragraph 5c). Once your account has been refreshed you will be able to log in.

5. If you do not have an Athens SSO account, and have not previously used the HEFCE extranet, you will need to register:

- a. Follow the Register link on the login page.
- b. Enter your e-mail address, and choose a password (at least eight characters, containing both letters and numbers).
- c. Enter the organisation key and group key:

**Organisation key:** <<insert key here>>

**Group key:** H299-35EF9A6C

- d. Click the Register button.
- e. If registration was successful you will be able to follow a Login link to the main login page, where you will be able to log in.

#### Completing the survey

6. When you have logged in, click the HEFCE resources link, and then the Business and Community link.

7. The survey is available in two parts:
  - a. Part A An online survey relating to institutional strategy and capacity.
  - b. Part B An Excel document containing questions on numeric and financial outputs in the academic years 2004-05 and 2005-06.
  
8. To update Part A, click the [HE-BCI data collection \(Part A\)](#) link, and work through the questions. Any amendments that you make to the data are automatically loaded into the survey database once you press [Save](#).
  
9. To download Part B of the survey, click the [HE-BCI data collection \(Part B\)](#) link, click the [Download](#) button on the left of your screen, and select [Save](#) when prompted. Save the zip file (compressed folder): HEBC04\_package\_\_\_\_\_.zip (where the suffix identifies the institution) in a location on your network where you can access it later.
  
10. The zip file/package contains two files:
  - a. hebc04\_XXXX.xls (where XXXX identifies the institution)
  - b. HE-BCI\_Survey\_G&D.doc
  
11. To complete the return, you will need to unzip the package. Windows XP and Windows ME can perform this task without a third party tool. Other operating systems will need an additional program. Go to the [Online help](#) (under [Links](#) on the right hand side of your screen) for links to web-sites to obtain one of these programs.
  
12. Data should be entered directly into the worksheet. Please do not use links to other Excel documents in the workbook as this will cause problems when your file is submitted to us through the HEFCE extranet. Financial data should be returned in £000s.

### **Submitting the completed survey**

13. When you have completed the return, and are ready to submit it, log in again using your e-mail address and password. Click the [Upload](#) button and then select [Browse](#) to find the location of the file. Then **click the [Upload file](#) button.**
  
14. Submitting the files may take a few minutes, depending on how busy the server is. Click the [Status](#) link to refresh your screen and see if your transaction is:
  - a. Queued – the figure in brackets shows the position in the queue.
  - b. Processing – data are being transferred.
  - c. Completed – the processing is complete and you can download your results package.
  
15. When the submission process is complete, click the [Results](#) button and save your results package on your own network.
  
16. At the bottom of the web-page there is a section labelled [History of HE-BCI data collection \(part B\) submissions](#), which gives details of all files uploaded and processed for your institution.

This information will remain on the page as a record for the duration of the exercise, but can be printed if you require a hard copy record of the files submitted.

17. If at any time you forget your password for the HEFCE extranet, click the [Request a new one](#) link and another password will be sent to you by e-mail. **You will need to change this password before you can log in fully.**

18. If you have any difficulties in downloading or uploading your files, please contact John Halsall (tel 0117 931 7478 e-mail [j.halsall@hefce.ac.uk](mailto:j.halsall@hefce.ac.uk)).

## **Annex B**

### **Purpose and value of the HE-BCI survey**

1. The HE-BCI survey is the main route for central and devolved Governments, HE senior managers, knowledge exchange professionals and policy makers to assess the level and direction of interactions between UK HEIs and business and the wider community. It has evolved from a national, voluntary questionnaire providing data about knowledge exchange into a formal, required statement of an individual HEI's activity, directly informing the allocation of public funds across the UK in line with policies to enhance the contribution higher education makes to the economy and society.

The aims of the survey are:

- to provide data regarding the development and range of interactions between the higher education sector and business and the wider community
- to provide reliable and relevant information to support the continued public funding of the third stream of HEIs' activity
- to give HEIs a consistent basis for benchmarking and information management
- to develop a suite of indicators at the level of the individual HEI, some of which will be appropriate to inform allocations in the UK.

2. The annual HE-BCI survey has informed almost all formal discussions across the UK regarding the development of permanent streams of third mission funding including HEFCW's Third Mission Fund. On a UK-wide basis the survey has also helped inform HM Treasury's Ten Year Science and Innovation Investment Framework and Richard Lambert's review of university-business interactions. In Wales, the ready availability of evidence from the HE-BCI survey also contributed to the Assembly Government's doubling of HEFCW's Third Mission Fund from £3.1m in 2003/04 to £6.1m from 2007/08.

3. To reflect the evolution of the survey, the stakeholders group has improved the guidance and definitions associated with the survey, drawing on the views of an expert group of knowledge exchange practitioners taken from a range of UK HEIs. The new guidance and definitions provide consistent and robust details on how to respond to the HE-BCI survey.

They include:

- a narrative to lay out the purpose of the survey as a monitoring and development tool not only for policy makers and central and devolved Governments but for HEI managers and knowledge exchange professionals themselves
- a procedural element of examples and principles of HE-BCI mainly aimed at HEIs and individuals who are less familiar with the third mission landscape and how activities may be collected and returned
- detailed worked examples of what (and what not) to return and where.

4. HE-BCI indicators include both quantitative and qualitative elements, some of which may be used to inform funding decisions under the various national programmes designed to enhance knowledge exchange. For a greater sense of the impact of third stream activity, HEFCE and the Office of Science and Innovation are working with the sector to develop good practice models.

Similarly in Wales, HEFCW will continue to work with sector colleagues to maintain an up to date portfolio of good practice models and case studies that demonstrates the HE sector's contribution to both economic and social well-being.

5. We anticipate a greater and wider range of demands being made on HEIs for knowledge exchange in a developing knowledge-based economy and society. It is vital that the HE-BCI survey is able to reflect the impact of this broadening range of interactions without imposing a disproportionate administrative burden on HEIs.