

Student numbers for the current year 2015/16 and student number forecasts for the period 2016/17 to 2019/20 (Annex E)

- 1 The definitions contained in circular W15/25HE, *Higher Education Students Early Statistics Survey 2015/16* (HESES15) 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, SPF2 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 HESES15. 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 HESES15 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 2015/16 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 HESES15 population, these should be returned in the 'Other' category. An Overseas student (as defined in HESES15 Annex D para 8) who is franchised to an institution in the UK but outside of Wales (HESES15 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 HESES15 Annex H and Annex K.
- 6 Assumptions should be consistent with those presented in **Annex B**, and any other relevant assumptions used in the preparation of the financial forecasts.

Contents of the return

- 7 Each institution will already have been sent an email with an Excel workbook attached containing seven worksheets which correspond to the tables shown in Annex F, the fee income forecast tables to be returned for

Annex D1, D2 and D3, and a summary sheet to aid checking and comparison with 2015/16 HESES figures where comparable. Annex D1 to D3 tables are included here to enable credibility checks comparing student numbers with fee income to be calculated. Further information on Annex D tables can be found in the section **Part 2 - Financial forecasts for the period 2014/15 to 2019/20** (para 8 of the main circular body onwards). A coordinated response to include both Annex D1 to D3 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 D1 Analysis of fee income of Welsh and EU domiciled students. Included here should be fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS) as returned in SPF2. 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 other home domiciled students. Included here should be fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS) as returned in SPF2. 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 D3 Analysis of fee income of overseas domiciled students and students studying outside the UK. Included here should be fee income attributable to the relevant full-time and sandwich undergraduate and postgraduate registrations returned in SPF 1 and SPF3. 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 2015/16 and forecast completed student registrations for the period 2016/17 - 2019/20, 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 HESES15, Annex C. The information should be returned using the same definitions as those used to complete Table 1 of HESES15.

SPF2 Current year home and EU fundable and non-fundable completed registrations for 2015/16 and forecast home and EU fundable and non-fundable completed student registrations for the period

2016/17 - 2019/20 for full-time and sandwich undergraduate and PGCE (QTS) registrations only. Registrations should be split by residential status (Welsh/EU or other home) and by degree, non-degree and PGCE (QTS). Registrations should be split between the new and old tuition fee system and whether they are a new entrant or continuing student at the institution. Figures should be consistent with corresponding financial data returned in Annex D1 and Annex D2. Credibility checks have been included in Annex D1 and D2 that calculate the average fee per registration based on figures returned on SPF2 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 2015/16 and forecast completed student registrations for the period 2016/17 - 2019/20 for students who sit outside of the HESES15 population split by those studying in overseas campuses, other students that are overseas and an 'Other' category. HESES15 definitions should be used in compiling the data by mode and level of study. Where data are returned in the 'Other' 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 2015/16 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 HESES15 population or returned on the HESA student record should not be included in SPF1-2. For institutions that have such arrangements, current year for 2015/16 and forecasts for these students covering the period 2016/17 to 2019/20 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 2016/17. The UoAs included in the QR funding model for 2016/17 will be identified in HEFCW circular W16/16HE *Funding Allocations 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 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 Annex D1 to D3 tables are also included in the workbook to 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 2014/15 to 2019/20** (para 8 of the main circular body onwards). Institutions should highlight any reasons which may produce unexpected results in these checks.