

Annex D: Student numbers for the current year 2019/20 and student number forecasts for the period 2020/21 to 2021/22

1. The definitions contained in circular [W19/39HE](#), *Higher Education Students Early Statistics Survey 2019/20* (HESES19) should be used in compiling the student forecast information required by this circular in Annex E 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 HESES19 Annex H, paragraph 15). 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 HESES19 definitions should still be used to define mode of study for the purpose of this table. The HESA Aggregate Offshore Record guidance for 2019/20 should be used when compiling forecast data to be returned in SPF3 for students outside of the HESES19 population who are studying in the EU or overseas (non-EU). If HEIs have other students that are outside the HESES19 population, these should be returned in the 'Other Students' category. An overseas student (HESES19 Annex D paragraph 8) who is franchised to an institution in the UK but outside of Wales (HESES19 Annex C, paragraph 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 HESES19 Annex H and Annex J.
6. Assumptions should be consistent with those presented in **Annex A** of this circular, and any other relevant assumptions used in the preparation of the financial forecasts.

Contents of the return

7. Each institution will be sent an email with an Excel workbook attached containing six worksheets for completion which correspond to the tables shown in Annex E, and the fee income forecast tables to be returned for Annexes C1a, C1d and C2. Annex C1 and C2 tables are included in the same workbook to enable credibility checks comparing student numbers with

fee income to be calculated. Further information on Annex C1 and C2 tables can be found in the section **Part 1 - Financial forecasts for the period 2019/20 to 2021/22** (paragraphs 8 to 10 of the main circular body). A coordinated response to include both Annexes C1 and C2 and Annex E is requested to enable the credibility checks to be carried out. Each file includes a four-character prefix identifying the institution. The file ****_AnnexCandE.xlsx contains the following worksheets. The worksheets are identical to those sent during the previous 2020 forecast collection aside from the following differences:

- The far right of each worksheet shows the values that were submitted in the last 2020 forecast return for each worksheet.
- There are a new set of cells immediately to the right of the blank area for completion, which calculate the percentage difference between the newly submitted value and the value that was submitted earlier in 2020. The calculated value will be in a red font if:
 - The difference between the new and old value is 10% or greater
 - OR
 - A value is being submitted where there was no value provided in the last return
- In both of the above scenarios, commentary on the reason for the change should be entered in the “Comments” box at the bottom of each worksheet.

Annex C1a Analysis of fee income of home and EU domiciled students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE (QTS) registrations (excluding NHS/HEIW) returned in SPF2. In addition, fee income attributable to part-time undergraduate and full and part-time postgraduate (combined taught and research) registrations (excluding NHS/HEIW) returned on table SPF2 is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

Annex C1d Analysis of fee income of overseas domiciled students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS/HEIW) returned in SPF2. In addition, fee income attributable to part-time undergraduate and full and part-time postgraduate (combined taught and research) registrations (excluding NHS/HEIW) returned on table SPF2 is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

Annex C2 Analysis of fee income of students studying outside the UK. Included here is fee income attributable to the relevant full-time and sandwich and part-time registrations returned in SPF3. The income associated with students studying outside the UK is split into EU and overseas (non-EU). 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 2019/20 and forecast completed student registrations for the period 2020/21 - 2021/22, for all modes of study, levels of study and funding categories. Forecasts of franchised out students should be counted at the franchisor institution. Guidance about franchised out provision can be found in HESES19, Annex C. The information should be returned using the same definitions as those used to complete Table 1 of HESES19.

SPF2 Current year home and EU fundable and non-fundable, and overseas completed registrations for 2019/20 and forecast home and EU fundable and non-fundable, and overseas completed student registrations for the period 2020/21 - 2021/22 for full-time and sandwich undergraduate and PGCE (QTS) registrations, part-time undergraduate registrations, and full-time and part-time postgraduate registrations. Registrations should be split by residential status (home & EU, overseas). Registrations should be split between whether they are a new entrant or continuing student at the institution. Figures should be consistent with corresponding financial data returned in Annexes C1a and C1d. Credibility checks have been included in Annexes C1a and C1d 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 2019/20 and forecast completed student registrations for the period 2020/21 - 2021/22 for students studying outside the UK who sit outside of the HESES19 population split by EU and overseas (non-EU) and an 'Other Students' category. HESES19 definitions should be used in compiling the data by mode of study. Where data are returned in the 'Other Students' category, commentary should be included in the text box provided in SPF3 to provide us with further information on these students.

Summary Summary of HESES 2019/20 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 HESES19 population or returned on the HESA student record should not be included in SPF1-2. For institutions that have such arrangements, current year 2019/20 and forecasts for these students covering the period 2020/21 to 2021/22 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 2019/20 should be included in the counts of fundable postgraduate research registrations returned against the postgraduate mode of study. The UoAs included in the QR funding model for 2019/20 are identified in HEFCW circular [W19/14HE Funding Allocations 2019/20](#). The UoAs to be included in 2020/21 QR funding will be the same as those included in 2019/20, so 2019/20 funding outcomes can be used for the purpose of forecasting.
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. Annexes C1a, C1d and C2 tables are also included in the workbook and include credibility checks to the right of the tables that compare student numbers with fee income to ensure that no errors are made in the fee income and student forecast tables. Information on completion of Annex C can be found in the section **Part 1 - Financial forecasts for the period 2019/20 to 2021/22** (paragraphs 8 to 10 of the main circular body). Institutions should highlight any reasons which may produce unexpected results in these checks.