

Outline procedure

- On Thursday 13th November we extract current enrolment and other data, as required in HESES specification, from SITS and format for each Faculty.
- Week beginning 24th November Planning meet with Deans of Faculty to agree current student numbers and identify any courses/cohorts expected to enrol after December 1st.
- Data updates will follow immediately after meetings with Faculties
- Week beginning Monday 1st December, Planning prepare draft return from collected and exported data into HESES:
 - ❖ Disaggregate data into Price groups (note Price Group C is split into C1 and C2 for ALL students) including the two new Media and Sports science & Leisure studies. And ITT and INSET to C2
 - ❖ Identify SWYO students for table 2, all are now Price Group C2
 - ❖ Calculate Non Completion rates from HESA submission for old and new regimes at their separate rates
 - ❖ Calculate part time load for table 3 from HESA submission
 - ❖ Identifying Full Year abroad Erasmus and non-Erasmus students for table 4
 - ❖ Complete table 5 'Further Student breakdowns for Planning', a subset of tables 1,2,3 by level of study, new entrants to courses of study and students on Franchised out arrangements.
 - ❖ Complete table 6 'Counts of instance monitored for student number control purposes' breakdown of HEFCE fundable and 'exempt' population, this is HEFCE's list of qualifications and other criteria identifying those outside the SNC. Identify such students who have withdrawn before 1st December (all students withdrawing after week 2 of the academic year) and those who have not withdrawn. Forecast number of student starting after December 1st and before August 1st.

Detailed notes

Data extraction sorted into 2 files, i) **Column 1 Full Time** and ii) **Column 1 Part time**.

Add columns to provide information on:

- ❖ Fundability as required for HEFCE format (Fundable, Non Fundable and Island and Overseas) based on Fee status and Fundability fields on SCE and the Course Record.
- ❖ New/Old fee regime from Fee Regime flag on SCE (10, 20). Where missing add for Fundable students only – delete any Non Fundable and Overseas with these flags from spreadsheet for ease of pivot
- ❖ New and Continuing students from HESA start date
- ❖ Remove Withdrawn students to a separate sheet for SNC table counts
- ❖ Copy SNC count students to new page for SNC table

Create pivots

For column 1 for each Price Group using:

- ❖ Filters – Planning group the data into a variable named 'v_New_level' to ensure that the reporting complies within the HESES criteria (which requires more granularity than Undergraduate, Postgraduate) and Price group FPE
- ❖ Row labels- sce_freq (Fee Regime) and Fundability
- ❖ Column labels CBO Fundlevel
- ❖ Values = sum of price group FPE

Complete Column 1 for Full and Part time from Pivots

Complete SNC sections from SNC list and Withdrawn list of students

Add additional rows to Full and Part time column 2 master sheets, as per Faculty instruction regarding new Semester 2 enrolments, together with rolling through continuing students for post December starters, taking note of occurrence recorded. Prepare pivots as per column 1

Complete column 2 figures.

Use Full time and Part time column 1 & 2. Ensure detailed level (v_New_level 2) column is included.

To prepare HEC table.

For pivot use:

Filter	2014-15 New or Continuing (all for Column 1, new only for Column 2) and the 'n_New_Level2' variable. Copy and change fee level for each level in the HEC.
Column Label	Fee Status from SCE
Row	Fundability
Values	Count of the SCE SCJ codes from the Base query

- ❖ Ensure SWO table values are added in – table totals are verified against headcounts in tables 1, 2 and 3.
- ❖ Complete HEC columns 1 and 2.

Identify Franchise out students by HEI, FEC or Other Institution, by HEC level and by Fundability – do not use Island and Overseas, separate out Full and Part time. Complete Franchise table in HEC.

E-mail Finance and Student Records for Erasmus + students. These need to be added to the YA table, ensuring to check for any post December Year Abroad students – again, do not include Island and overseas students.

- ❖ Check comparison tables, review highlighted sections, and amend HESES sheets if necessary
- ❖ Compile draft answers to highlighted areas.
- ❖ Check final HESES against HESES14 and HESA14 reconstruction for sanity checks and amend if necessary.

- ❖ **Submit HESES via HEFCE secure website.**

Files held in HESES HESES 2015/New Workbook 5th December/Working files

Final submission is in HESES2015/8th December/updated submission