

Office for  
Students

OfS

# OfS funding definitions

## Part 2 - HESF



Table 1 - Counting your students

## Session aims

In this section we will look at:

- Counting student activity
- New entrants
- Non-completions
- Calculating FTE



Table 1 - Forecast of years of instance for 2019-20

Forecast of years of instance for 2019-20															
		Section 1 Estimated completed years for academic year 2019-20							Section 2 Estimated FTE for completed years included in Section 1 for academic year 2019-20						
		Price group					Total	Price group					Total		
Level	Mode	Length	Level	A	B	C1	C2	D	Total	A	B	C1	C2	D	Total
Full-time	Standard	UG	UG	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (UG fee)	PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (Masters' loan)	PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0
	Long	PGT (Other)	PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0
		UG	UG	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (UG fee)	PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0
Part-time	Standard	PGT (Masters' loan)	PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		UG	UG	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
	Long	PGT (UG fee)	PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Total	UG	UG	UG	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
	Total	PGT (Other)	PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		UG	UG	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00

## Sections 1 and 2

### **Section 1** – Estimated completed years

Forecast of the total completed years of instance for new entrants in 2019-20

### **Section 2** – Estimated FTE completed years

Used for students studying part-time courses and is calculated with reference to an equivalent full-time course.

**Price group** – A, B, C1, C2, D

**Mode** – Full-time or part-time. Full-time is broadly 24+ weeks in the year of course.

**Level** – Undergraduate, Postgraduate - PGT (UG fee), PGT (Masters loan), PGT (Other).

**Length** – Standard or Long. Long is broadly 45+ weeks in the year of course.

## Counting student activity

We count **instance** and **years of instance**. For a student studying for a specific qualification:

- An instance is defined as a coherent engagement with the provider by a student aiming actively pursuing an award that meets to OfS definition of recognised higher education.
- An instance can be split into one or more 'years of instance'.
- The first year of instance begins when the student starts studying towards the qualification. Subsequent years start on that anniversary.

**To be counted in HESF19, a year of instance will need to begin within the 2019-20 academic year**

## Counting student activity

Student activity is counted on Table 1 if:

- The student is forecast to start their instance in the **AY 2019-20**
- The student is a **new entrant**
- A **fee** is charged
- The FTE for the year is at least **0.03**
- They are **not writing up** a thesis or similar piece of work for the whole year
- They take at least **two weeks** of active study in the year.

## New entrant

A student is a new entrant when they first generate a countable year for an instance and have not been active at the same broad level (undergraduate or postgraduate) as a student of the same registering provider in either of the two previous academic years.

### Example 1

A student completed a masters' course at a provider in 2017-18. In 2019-20 they will start a foundation degree at the same provider.

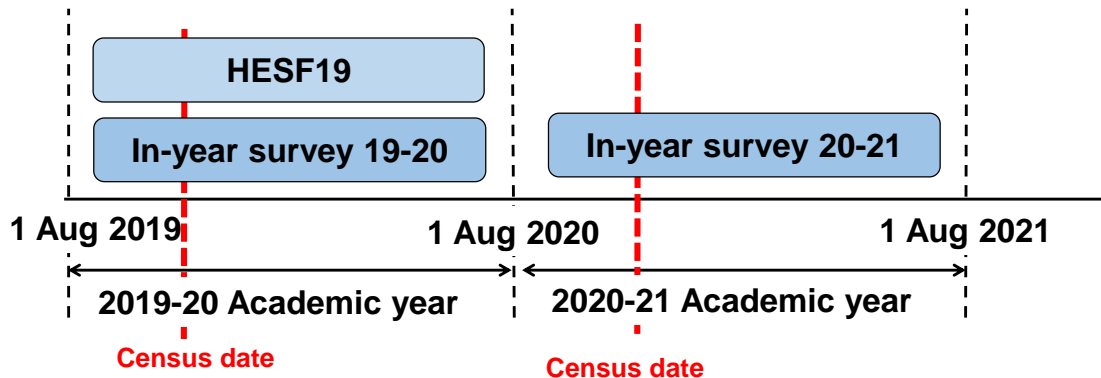
The student is considered to be generating their first countable year for that course and has not been active at the same broad level (undergraduate) at the registered provider in either of the two previous academic years.

They should therefore be included in the forecast as a new entrant.

## Counting student activity: surveys

To be recorded in HESF19 a student is forecast to begin their year of instance in the 2019-20 academic year (1 August 2019 - 31 July 2020).

In the coming years you will complete an in-year survey, which will be a snapshot of your provision for that AY on a census date.



## The OfS definition of completion

Students start their year with a study intention.  
 ---> The modules they intend to complete in that year.

**In order to complete the year, a student must:**

- complete all of their study intention.
- within 13 calendar months of the start of their year.



**OfS completion** is not the same as concepts of '*progression*' or '*withdrawal*'.

**In order to complete a module, a student must either:**

- Undergo the final assessment in the module **or**
- Pass the module, if it can be done without undergoing the final assessment.

# Non-completion

- Each year we expect that, for various reasons, a proportion of students will not complete their year of study.
- For the forecast to be as accurate as possible, you should account for these non-completions in your predictions.

**Forecast of years of instance for 2019-20**

Mode	Length	Level	Section 1 Estimated completed years for academic year 2019-20						Section 2 Estimated FTE for completed years included in Section 1 for academic year 2019-20					
			Price group					Total	Price group					Total
			A	B	C1	C2	D		A	B	C1	C2	D	
Full-time	Standard	UG	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0
	Long	PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0
		UG	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0
Part-time	Standard	PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0
		PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0
		UG	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
	Long	PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00

## Part-time and FTE

The diagram illustrates the relationship between different data points in the forecast table. A red circle highlights the 'Total' columns for both Section 1 and Section 2. Annotations include:

- Level**: Points to the 'Level' column header.
- Mode**: Points to the 'Mode' column header.
- Length**: Points to the 'Length' column header.
- Section 1: estimated completed years**: Points to the 'Total' column under Section 1.
- Price group**: Points to the 'Price group' sub-headers under both Section 1 and Section 2.
- Section 2: estimated FTE completed years**: Points to the 'Total' column under Section 2.
- Total - automatically populated**: Points to the 'Total' columns for both sections, indicating that these values are calculated automatically.

## Calculating FTE

### FTE = Full Time Equivalence.

- For part-time courses, this is defined by looking at the equivalent full-time course.
- It can be calculated based on:
  - Number of credits studied
  - Duration of the course
- Over a whole part-time course, the FTE should add up to the same total as a full-time course.

Nb. Foundation degree bridging courses have a FTE of 0.3

## Calculating FTE: duration example

A full-time degree takes 3 years

The part-time version takes 6 years.

$$3 / 6 = 0.5 \text{ FTE each year}$$

When viewed as a whole the, the total FTE for a part-time course should equal the total FTE for the full-time course.

$$(6 \text{ years} \times 0.5 \text{ FTE} = 3)$$

## Calculating FTE: credit example

A full-time degree is taken over **3 years**, with 120 credits taken each year. In the part-time course, 90 credits are studied in years 1, 2 and 3, and 30 credits are studied in years 4, 5 and 6.

What is the FTE for years 1, 2 and 3?

$$90 / 120 = 0.75$$

What is the FTE for years 4,5 and 6?

$$30 / 120 = 0.25$$

What is the total FTE over the course?

$$0.75 + 0.75 + 0.75 + 0.25 + 0.25 + 0.25 = 3.0$$

## Completing Table 1

Forecast of years of instance			Section 1 Estimated completed years for academic year 2019-20							Section 2 Estimated FTE for completed years included in Section 1 for academic year 2019-20						
Mode	Length	Level	Price group					Total	Price group					Total		
			A	B	C1	C2	D		A	B	C1	C2	D			
Full-time	Standard	UG	0	0	0	0	0	0	0	0	0	0	0	0		
		PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0		
		PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0		
		PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0		
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0		
		PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0		
		PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0		
		PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0		
Part-time	Standard	UG	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
	Long	UG	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Total</b>			0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (UG fee)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Masters' loan)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		PGT (Other)	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		
		<b>Total</b>	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00		



## Definitions quiz part 2



- In small groups on your tables, look through the questions that make up part 2 of the table definitions quiz. These relate to the definitions used in counting and recording students.
- Again, you have 15 minutes to answer these questions, and we encourage you to talk them through and (if necessary) look at the relevant annex in your HESES guidance.

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