

Unistats Training Seminar for Further Education Colleges

Office for
Students



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Analyst

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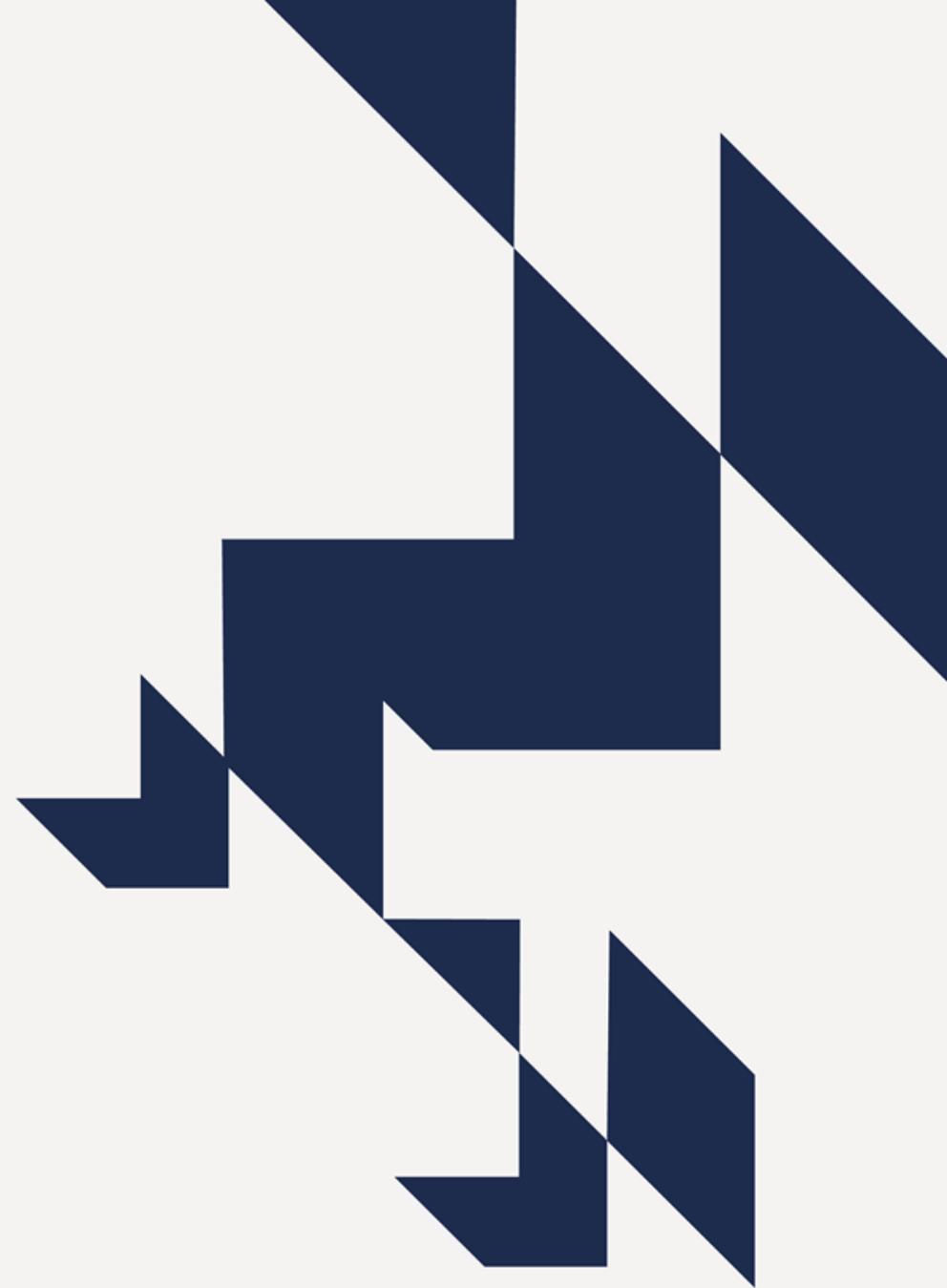
London / Manchester

05 / 13 June 2018

Plan for the session:

- Unistats Introduction
- The Submission
- Break and Unistats Troubleshooting
- The System

Unistats Introduction



Purpose of Unistats website

Unistats is the official site that allows you to search for and compare data and information on undergraduate university and college courses from across the UK.

It is owned and operated by:

The Department for the Economy in Northern Ireland

The Higher Education Funding Council for Wales

The Scottish Funding Council

The OfS took over from its predecessor, the Higher Education Funding Council for England, on 1 April 2018.

Purpose of Unistats website:

UNISTATS
Compare official course data from universities and colleges

Home Your Unistats Subjects Universities & colleges Course Assistant About Unistats
Sign in or register Cymraeg

Find a course

Compare: No courses added

Subject or course and/or Institution or location Search
More search options

The official website for comparing UK higher education course data
Includes official data for undergraduate courses on each university and college's satisfaction scores in the National Student Survey, jobs and salaries after study and other key information for prospective students.

Course assistant
Which course features are you interested in?

- Subject: View courses by subject
- Qualification: Qualification type
- Study mode: Full-time, part-time, distance learning

Universities & colleges
A-Z

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O

Comparing 2 courses

View results on a map ▶

Your Measures Student satisfaction Employment & accreditation Continuation & degree results Entry information

Course	BSc (Hons) Psychology	✕ BSc (Hons) Psychology ✕
	Full time	Full time, Optional year abroad
Location	University Of A 1 location: Old A	University Of Ab 1 location: D Campus
Overall, I am satisfied with the quality of the course	86% 📊	83%

Unistats Widget

Allows providers and other organisations (UCAS, right) to display Unistats data on their own website.

Links to Unistats submission data by a unique identifier

a positive impact in any organisation.

Entry requirements

You must select an option for this course before you can view its entry requirements.

Options for this course

Bachelor of Science (with Honours) - BSc (Hons) Sandwich	Frenchay Campus 17 September 2018 • 4 years	>
Bachelor of Science (with Honours) - BSc (Hons) Full-time	Frenchay Campus 17 September 2018 • 3 years	>

Unistats information

89% 

Students agreed they got sufficient advice and guidance

BSc (Hons) Psychology
3-year course, Full time
Optional foundation year,
Optional sandwich year

To see more details and compare with other courses

Visit **UNISTATS** >

Official data collected by HEFCE

77%  Students agreed staff made the subject interesting

BSc (Hons) Psychology
Full time

To see more details and compare with other courses

Visit **UNISTATS** >

Official data collected by HEFCE

Terminology:

- The Unistats collection used to be called “Key Information Set” or KIS – we still refer to:
 - KISRecord
 - KISCourse/KISCourseID
 - KISMode
 - KISAim
- Unistats submission – the file a provider submits (an XML)
- Unistats system – the system used to check and process the file
- The OfS Portal – hosts the system, replaces the HEFCE Extranet

What goes on Unistats?

- From the submission:
 - Provider details
 - Location(s) of study
 - Basic course information (length, level, mode of study, sandwich year, year abroad, accreditations)
 - Links to the provider's website
- Linked data:
 - ILR data – entry, continuation, degree results
 - NSS data – student satisfaction
 - DLHE data – employment/further study, common jobs, salary
 - LEO data

[← Back to search results](#)

BSc (Hons) Psychology

[+ Compare](#)

3-year course, full time, sandwich year (optional), foundation year (optional)

UWE 1 **location:** University of the West of England

[See this course at the UWE website](#)



Student satisfaction

See results from the National Student Survey.



Employment & accreditation

See information on salary, employment outcomes and any recognition by professional bodies.



Continuation & degree results

See how many students continued on the course and the degree results they got.



Entry information

Check the entry qualifications and UCAS tariff scores students had when they joined the course.



Course information and fees

[See course details on the UWE website](#)

More information

See more information on the UWE website

[How the course is taught](#)

[How the course is assessed](#)

[Accommodation costs](#)

[Financial support available](#)

Changes to the Unistats collection for 2018:

- Official Statistics: Changes to data collection timetable
- Official Statistics: No provider preview of the Unistats website
- Official Statistics: NSS and DLHE results will not be in check documentation
- Changes to subject groupings used for Unistats website for the 2018 dataset
- Addition of Longitudinal Education Outcomes (LEO) data for English providers (already in 2017)
- Teaching Excellence and Student Outcomes Framework (TEF) Year 3 outcomes

Changes for 2018 - Subject groupings:

- Introduction of the Higher Education Classification of Subjects (HECoS) and Common Aggregation Hierarchy (CAH)
- This is a change to how the data is displayed on Unistats website and how data is aggregated by the system
- You can still use the Learn Direct Classification System (LDCS) codes in your submission
- You can also use HECoS codes if you wish but the Joint Academic Coding System (JACS) cannot be used in submissions this year

Changes for 2018 - Longitudinal Education

Outcomes:

- LEO data will be displayed for each course according to the lowest publishable subject grouping it falls into on the CAH.
- LEO data is not produced at course level and is always aggregated over 2 years.
- For English providers only
- Replaces salary data from Longitudinal DLHE
- Median salaries are displayed for pay as you earn (PAYE) earnings data for the tax year three years after graduation

Changes for 2018 - Updating TEF Awards for Year 3:

- Already updated for Unistats 2017 collection (released 6th June 9:30)
- Will be included in Unistats 2018 from launch
- Awards from Year 2 that are still valid will continue to be displayed
- No differences in how Year 2 and Year 3 awards are shown on the website

Teaching Excellence Framework (TEF) 



Based on the evidence available, the TEF Panel judged that the higher education provider delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK.

[See why Oxford University was awarded this TEF rating](#) 

[See more about the TEF](#) 

Updated collection timetable:

Date	Activity
24 May 2018	Data collection systems open.
11 July 2018	National Student Survey (NSS) & DLHE data added.
12 July 2018	Valid data submission required.
17 August 2018 (noon)	Deadline for sign-off of data.
30 August 2018	Update of Unistats website with the 2018 dataset.
Early September 2018	Collection systems reopen for updates.
29 September 2018	Deadline for update of widgets to reflect new course data.

Replacement of Unistats website

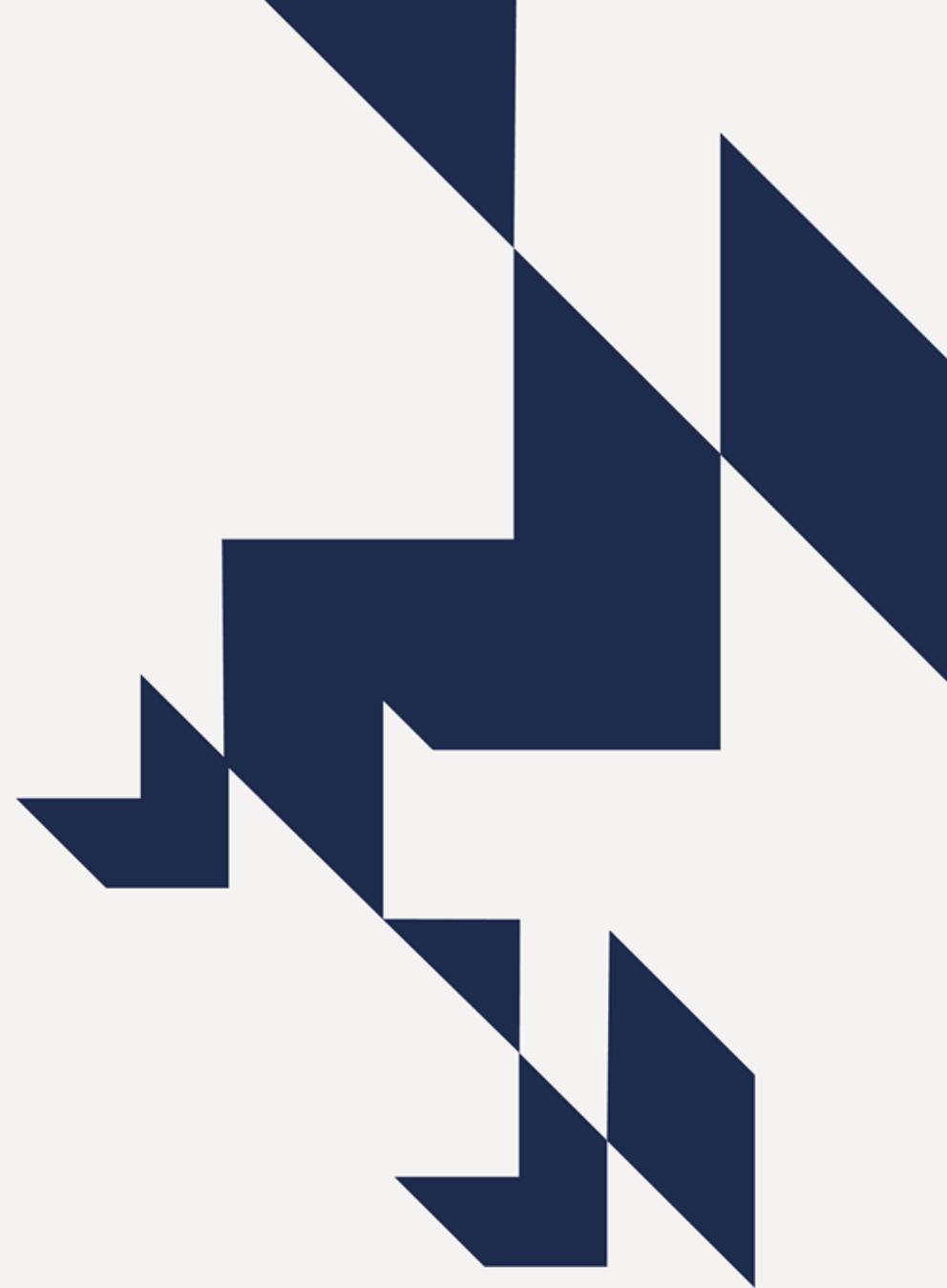
Following consultation on the outcomes of the Review of Unistats in 2015, the funding bodies are working together on options for a replacement for the Unistats website.

We will progress this work in stages – ensuring that it is developed in a way that meets the needs of prospective students across all countries of the UK – and will provide the sector with periodic updates, the first of which will be in summer 2018.

(Letter from OfS Chief Executive, Nicola Dandridge; 22 May 2018)

www.officeforstudents.org.uk/publications/national-student-survey-and-unistats-updated-timetables-and-changes-for-2018/

The submission



Coverage of the Unistats collection

What should be included:

Courses with start dates between **1 August 2019 and 31 July 2020**

Undergraduate courses

First degrees, Integrated/Enhanced degrees, Foundation degrees, HNDs, Diplomas at undergraduate level

Linked to courses using the derived fields calculated by the OfS funding team using data from the Learning Aims Reference Services (LARS) held by ESFA

Courses that are more than 1 year in length when studied full-time

Does not include HNCs or courses that are solely for **apprentices**
(ILR Progtype 02, 03, 10, 20, 21, 22, 23 or 25)

Coverage of the Unistats collection: Franchise provision

Courses that are franchised in should be returned by the **teaching provider**.

Unless:

- The entirety of an provider's Unistats eligible courses are franchised in from a single other provider.
- Where a course is registered at one provider and the teaching is shared between both your provider and another provider.

In both of these cases, the Unistats record for the course(s) in question should be returned by the **registering provider**.

More details can be found at :

www.hesa.ac.uk/collection/c18061/download/kis_collaborative_provision.pdf

Coverage of the Unistats collection: Optional exit points

If students on a course can exit at different points with different types of qualification these are termed optional exit points

For example if students on a BSc Psychology course can choose to exit the course after 2 years with an HND.

If a student can only apply for the major award, even if they can leave with a lower award, then only one Unistats record is needed.

If students can apply separately for the lower award as well as the major award then a separate Unistats record would need to be produced.

(Provided that the lower award is still eligible.)

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Exercise 1

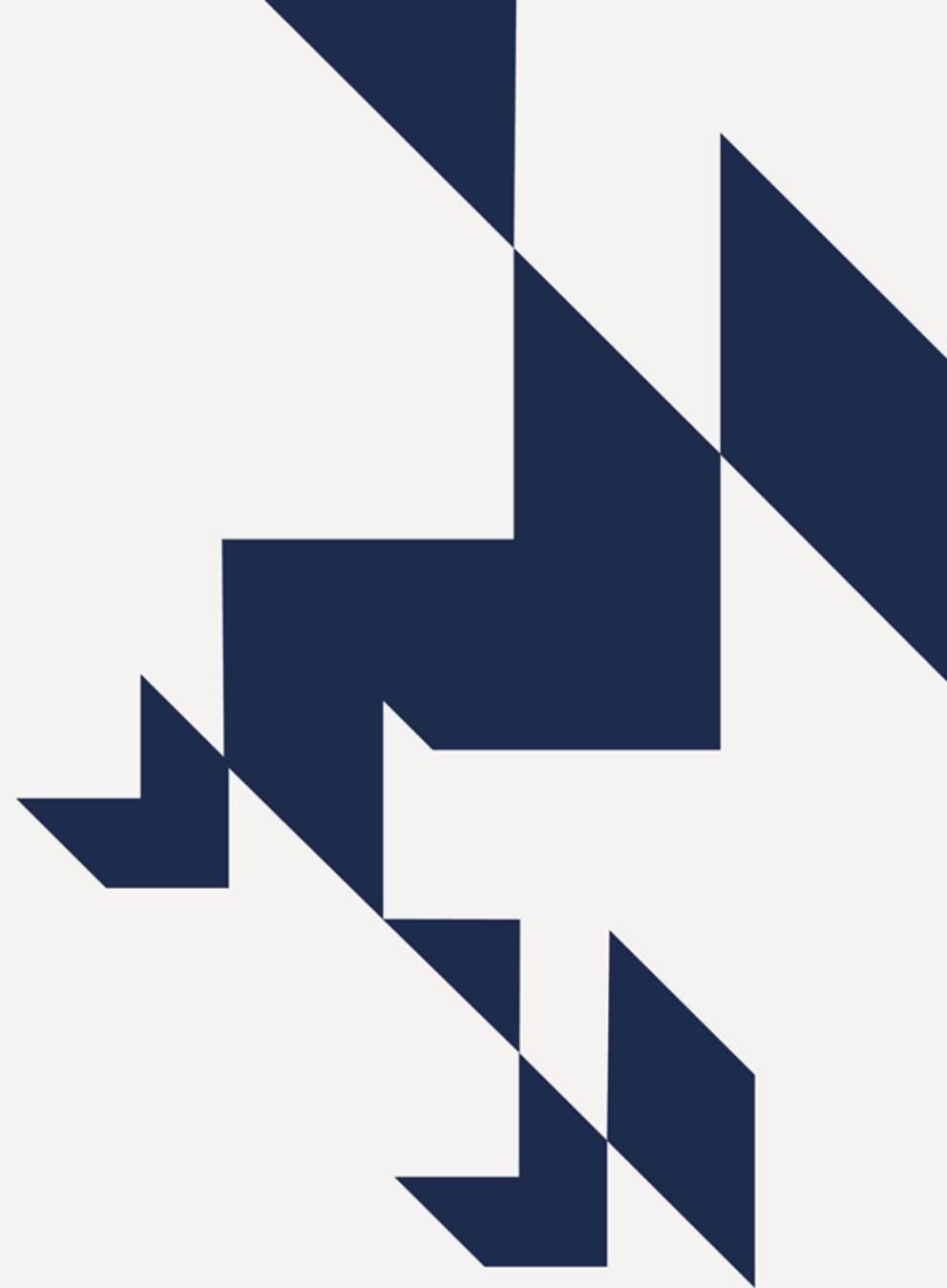
Coverage

Coverage Exercises

Should these courses be submitted in a Unistats return? Should anything particular be noted?

1. A BSc Mathematics course which runs through a standard academic year for three years. This course is open to any UK students and is taught entirely in the UK.
2. A BSc Psychology course which runs from 24th September 2018 until 30th July 2021. This course is open to any UK students and is taught entirely in the UK.
3. A full-time Biology course taught as a Diploma at Level 7 (post-graduate). This course is open to any UK students and is taught entirely in the UK.
4. A part-time HNC in Engineering runs from 24th September 2019 until 30th July 2021. This course is open to any UK students and is taught entirely in the UK.
5. A HND Agricultural Studies course which runs from 24th September 2020 until 30th July 2024 at 0.5 FTE. This course is open to any UK students.
6. A provider has two eligible courses, a BSc Physics course and a BSc Chemistry course. Both are franchised in from the same registering provider.
7. A provider runs an Art course in which students can apply for either an integrated masters or a BA.

Creating your submission



Creating a submission

- HESA Coding Manual:
www.hesa.ac.uk/collection/c18061
- Detailed breakdown of all data items
- Description of validation and quality rules
- Links to guidance and support for creating your submission

Institution:

UKPRN - UK Provider Reference Number

OTHERINST - Franchise UK Provider Reference Number

RECID - Record type indicator

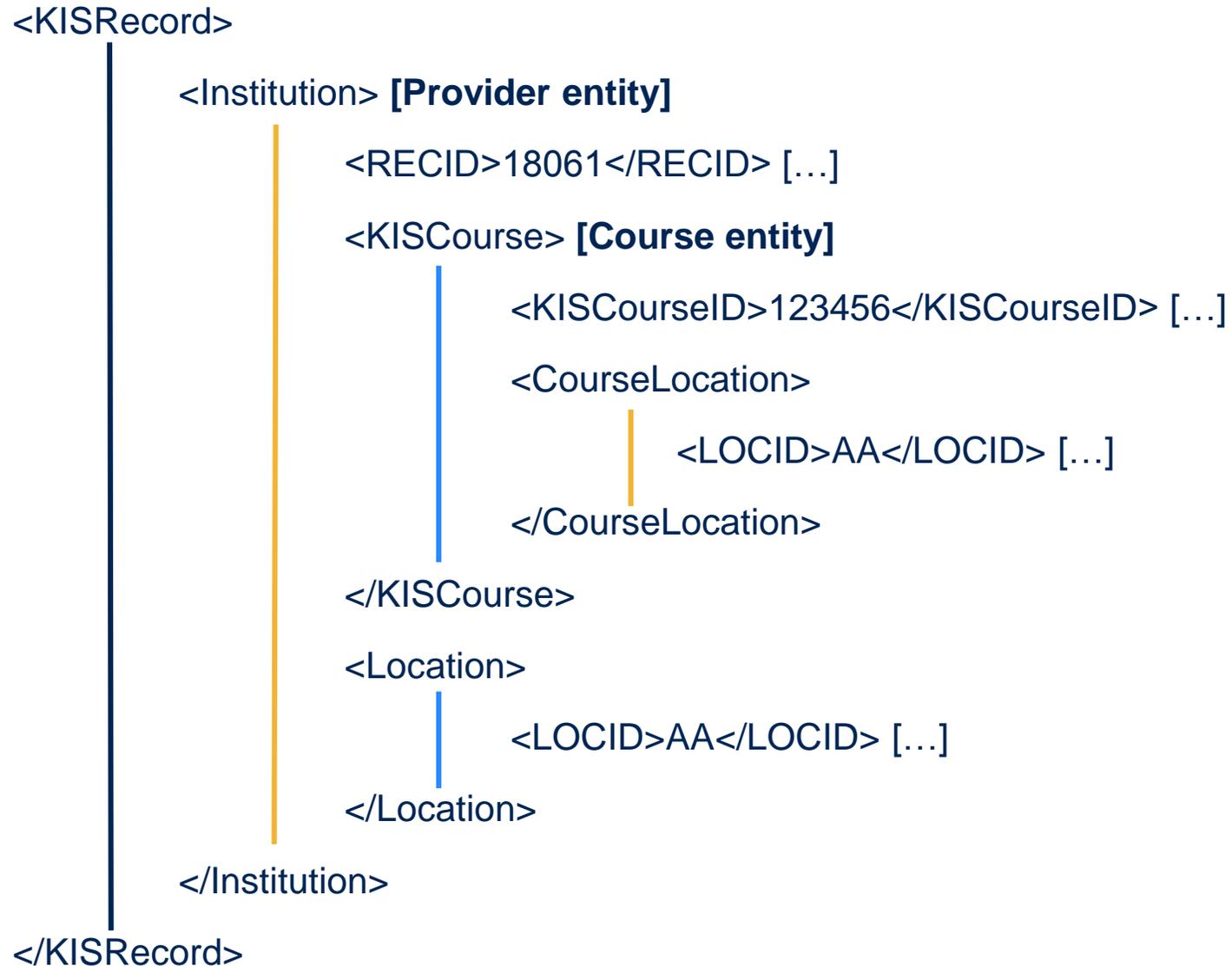
SUURL - Student union URL

SUURLW - Student union URL - Welsh

Institution>KISCourse:

Type	field
Short name	UKPRN
Description	This field records the UK Provider Reference Number (UKPRN) which is the unique identifier allocated to providers by the UK Register of Learning Providers (UKRLP).
Applicable to	England Northern Ireland Scotland Wales
Coverage	All providers.
Notes	This field records the UK Provider Reference Number (UKPRN) which is the unique identifier allocated to providers by the UK Register of Learning Providers (UKRLP) .

Example structure



Creating a submission

HESA Xml Data Entry Tool KISRecord (Unsaved changes)

File Help

Institution ?

[Add a new KISCourse](#) [Add a new Location](#)

UKPRN ? Required

OTHERINST ? +

RECID 18061 - 2018/19 Unistats record ?

SUURL ? Required

SUURLW ?

Ready

```
<KISRecord>
<Institution>
<UKPRN>10007149</UKPRN>
<RECID>18061</RECID>
<SUURL>http://hullstudent.com/</SUURL>
<KISCourse>
<KISCOURSEID>041601</KISCOURSEID>
<ASSURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx#study</ASSURL>
<CRSEURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx</CRSEURL>
<DISTANCE>0</DISTANCE>
<EMPLOYURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx#future</EMPLOYURL>
<FOUNDATION>2</FOUNDATION>
<HECOS>100425</HECOS>
<HONOURS>1</HONOURS>
<KISAIM>021</KISAIM>
<KISMODE>1</KISMODE>
<LOCCHNGE>0</LOCCHNGE>
<LTURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx#study</LTURL>
<NHS>0</NHS>
<NUMSTAGE>4</NUMSTAGE>
<SANDWICH>0</SANDWICH>
<SUPPORTURL>http://beta.www.hull.ac.uk/Choose-Hull/Study-at-Hull/Money/Money.aspx</SUPPORTURL>
<TITLE>Physics (With Foundation Year)</TITLE>
<TTCID>0</TTCID>
<UCASPROGID>A12-H89</UCASPROGID>
<YEARABROAD>0</YEARABROAD>
<CourseLocation>
<LOCID>HC</LOCID>
<UCASCOURSEID>3066</UCASCOURSEID>
</CourseLocation>
</KISCourse>
</KISRecord>
```

- Must be an XML file
- There are rules to describe how the file must be structured
- You cannot submit and sign off a file that is not properly structured
- We recommend using the Data Entry Tool available from HESA's website
- www.hesa.ac.uk/support/tools-and-downloads/data-entry-tool
- Enter RECID of 18061 (2018/19 Unistats record)
- The tool will then guide you to enter all necessary data and create a valid XML

Validation kit

- HESA XML validation kit:

www.hesa.ac.uk/support/tools-and-downloads/validation-kits

Reproduces most of the validation checks done by the Unistats Collection System

Installed on your local machine

Faster than making a submission – lets you check before starting.

Provider entity (Institution)

Key Fields:

RECID: 18061

UKPRN:

- United Kingdom Provider Reference Number
- Can be found on the UKRLP website:
- www.ukrlp.co.uk

SUURL:

Link to Student Union or other student support page

Contains:

- KISCourse and Location entities

www.ukrlp.co.uk – search box:

Provider search

To search for providers, enter a provider name (or part of it) and a postcode or town/city name. The  next to the fields gives you more information on each of these search fields.

Provider Name 

Postcode: **within** **of** 

or...

Town/ City/ County:

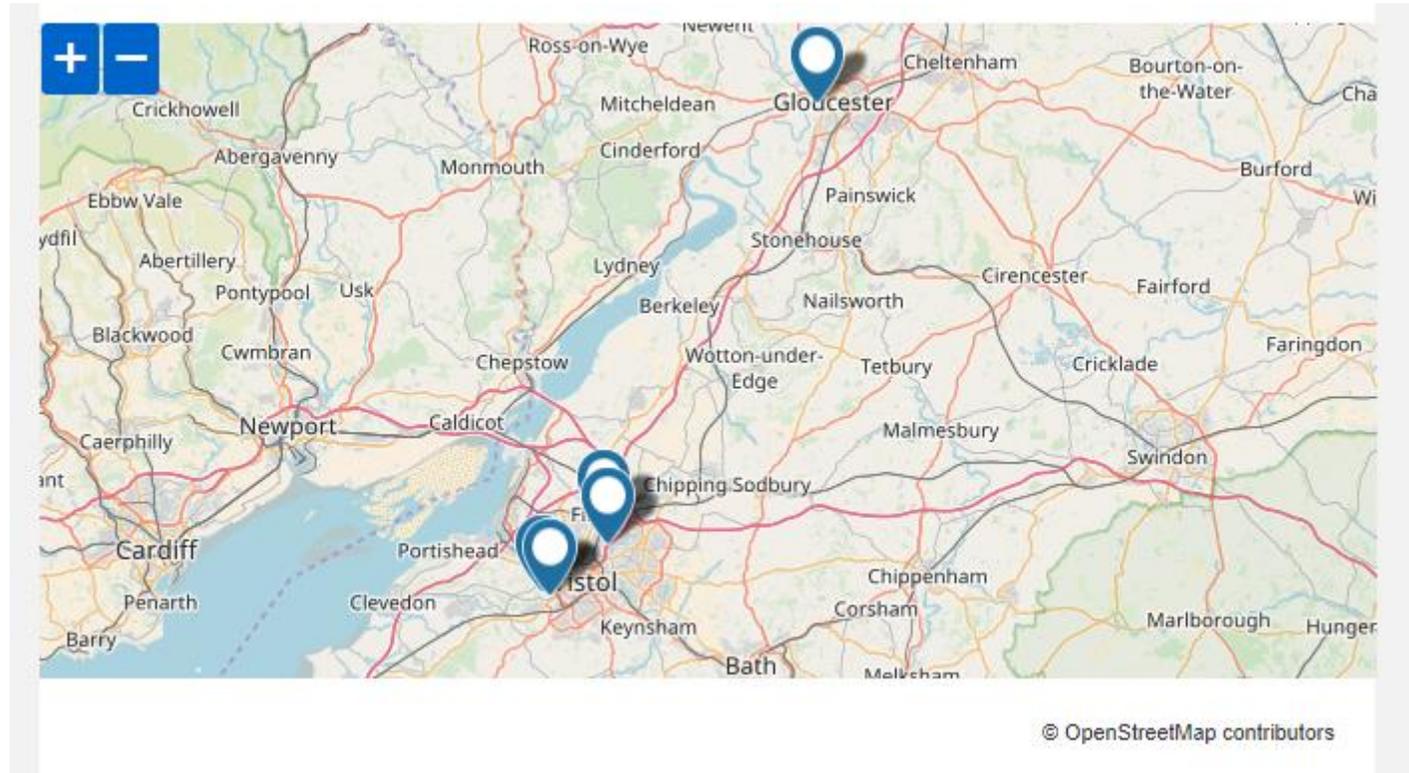
Enter the UK Provider Reference Number, if known... 

Include Deactivated providers in the search?

Provider entity > Location entity

Key Fields:

- LOCNAME
- LOCID
- LATITUDE
- LONGITUDE



Provider entity > Location entity

Every location/campus at which students study in their first year.

Locations within 1KM are considered the same location:

- Should be represented by the major location of the two not somewhere between them.

LOCNAME:

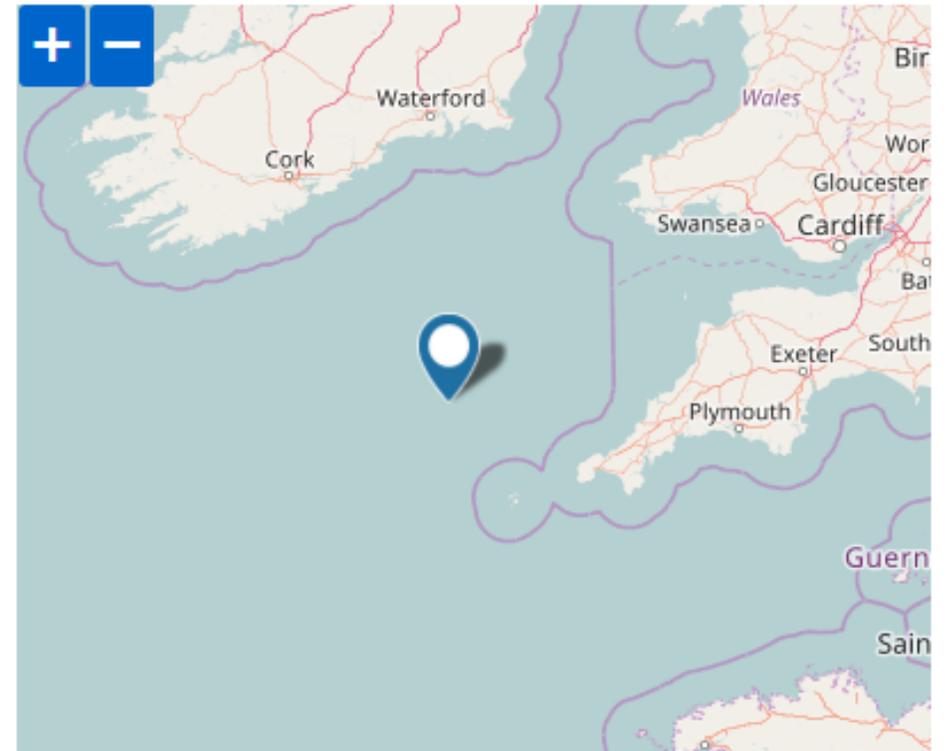
- Appears on Unistats

LOCID:

- 2 letters – no numbers please
- Only appears on XML document, not on Unistats.

LATITUDE and **LONGITUDE:**

- Pinpoints location on map
- Can be found on Ordnance Survey website.



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Exercise 2

Provider and Location entities

Provider and location exercises

How should these Institutions return data in the provider entity?

1. What is your UKPRN and how would you find it if you didn't know?
2. When should the field OTHERINST not be blank?
3. A provider has no union or guild. What would be a good alternative to link to?
4. If LOCNAME is Main Campus what would a sensible LOCID be?
5. How many decimal places do Latitude and Longitude need to be given to?

Provider entity > Course entity

Key Fields:

- KISCOURSEID
- TITLE
- KISMODE
- DISTANCE
- NUMSTAGE
- ACCREDITATION

Contains:

- CourseLocation entity
- HESACourse / ILRAims entities (not required for new courses)
- Accreditation entity (if applicable)

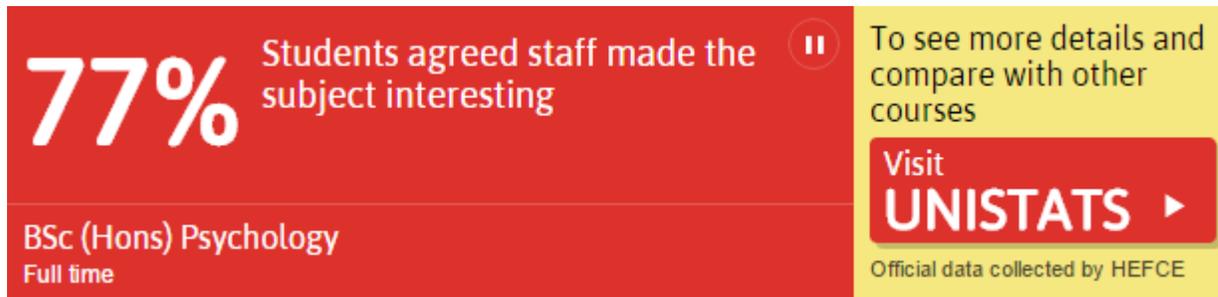
Provider entity > Course entity

KISCOURSEID:

Unique identifier for each course

Advised to keep this the same each year if course doesn't change

UKPRN and **KISCOURSEID** used to display data in widgets



Provider entity > Course entity

TITLE:

Combined with **KISAIM** and **HONOURS** fields to create title shown on Unistats.

Natural capitalisation and correct spelling

Should include only title and not:

- Qualification Aim
- Honours
- Other attributes: E.g.: Placement Year, Year Abroad, With a Foundation year.

MA (Hons) Ancient History and Mathematics

4-year course, full time, year abroad (optional)

University Of St Andrews 1 location: University of St Andrews

[See this course at the University Of St Andrews website](#)

[+ Compare](#)

[f](#) [t](#) [e](#) [p](#) [d](#)

KISAIM	HONOURS	TITLE	Displayed as
MA	(Hons)	Ancient History and Mathematics	MA (Hons) Ancient History and Mathematics

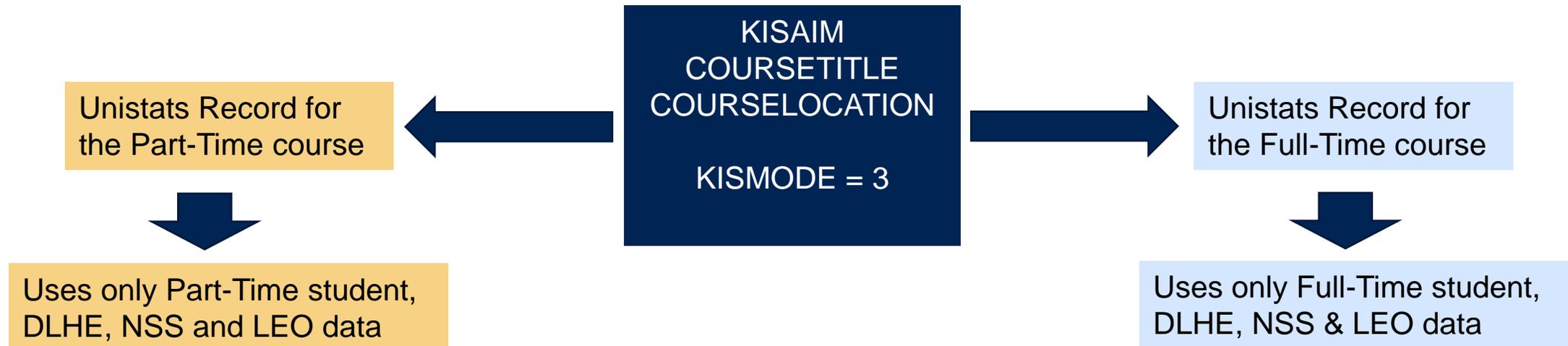
Provider entity > Course entity

KISMODE:

Mode can be **Full-Time (1)**, **Part-Time (2)** or **Both (3)**.

Relates to the way in which the provider advertises the course.

“**Both (3)**” will create duplicate records, one for each mode.



Provider entity > Course entity

DISTANCE:

Is the course available through distance learning?

Optionally available as distance learning (2),

Only available as distance learning (1),

Not available as distance learning (0)

Only **Part-Time** courses can have **DISTANCE = 2**

A **Full-Time** course available through both **DISTANCE = 1** and **DISTANCE = 0** will need to have two records produced for it.

Provider entity > Course entity

NUMSTAGE:

Captures the length of Full-Time courses only.

Sandwich years, foundation years and years abroad should be included in the total - **if they are compulsory.**

For courses that aren't in full years, the number should be rounded up.

NUMSTAGE should always be more than 1.

This replaced the **CourseStage** entity from 2017 onwards.

Provider entity > Course entity

Accreditation entity:

Records professional accreditations for the course.

ACCTYPE

- Body and type of the accreditation.
- Valid entries listed in the Coding Manual.
- These accreditations must be currently held or in the process of renewal and the accreditation must be in place in 2019/20 when the course begins.
- See HESA website: www.hesa.ac.uk/collection/c18061/accreditation_list

Accrediting body code	Accrediting body name	ACCTYPE	Accreditation type text	Accreditation URL	HEAR text
165	British Dietetic Association (BDA)	16501	Accredited by the British Dietetic Association (BDA) as delivering the approved pre-registration curriculum framework. Provides eligibility to apply for HCPC registration as a dietitian.	http://www.bda.uk.com/careers/courses.html	The accreditation process is the mechanism through which the BDA maintains an overview of national provision. It ensures that at entry level, all dietitians have a profession approved skill-set and knowledge base. Thus all stakeholders can have confidence in the quality of pre-registration training, whilst the flexibility of the framework allows each Higher Education Institution to demonstrate innovation in delivery.

Provider entity > Course entity

CourseLocation entity:

This field picks up on the **LOCIDs** previously set.

Used to show locations against individual courses.

If a course is available from multiple locations you should create multiple CourseLocation entities

FDArts Education

part time

[Birmingham Metropolitan College](#) **2 locations:** Sutton Coldfield /
Stourbridge

[See this course at the Birmingham Metropolitan College website](#) 

Provider entity > Course entity

Additional course entity fields:

FOUNDATION:

- If the course includes an integrated foundation year.

SANDWICH:

- If the course includes an sandwich year in industry.

YEARABROAD:

- If the course includes year of study abroad.

All of these fields use the values **Compulsory (2)**, **Optional (1)**, **Not available (0)**

A note on URLs

URLs should be:

Active and updated throughout the Unistats Cycle

Relevant to the purpose of the URL

- Not a generic landing page

BA (Hons) Fashion Design

full time

[The University of Poppleton](#)

1 location: Poppleton

Campus

[See this course at the University of Poppleton website](#)



SORRY, THAT PAGE CANNOT BE FOUND

This page might be unavailable because:

the web address is incorrect, or

the page you were looking for may have been moved, updated or deleted

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Exercise 3

Course entity

Course Exercises

How should these Institutions return data in the provider entity?

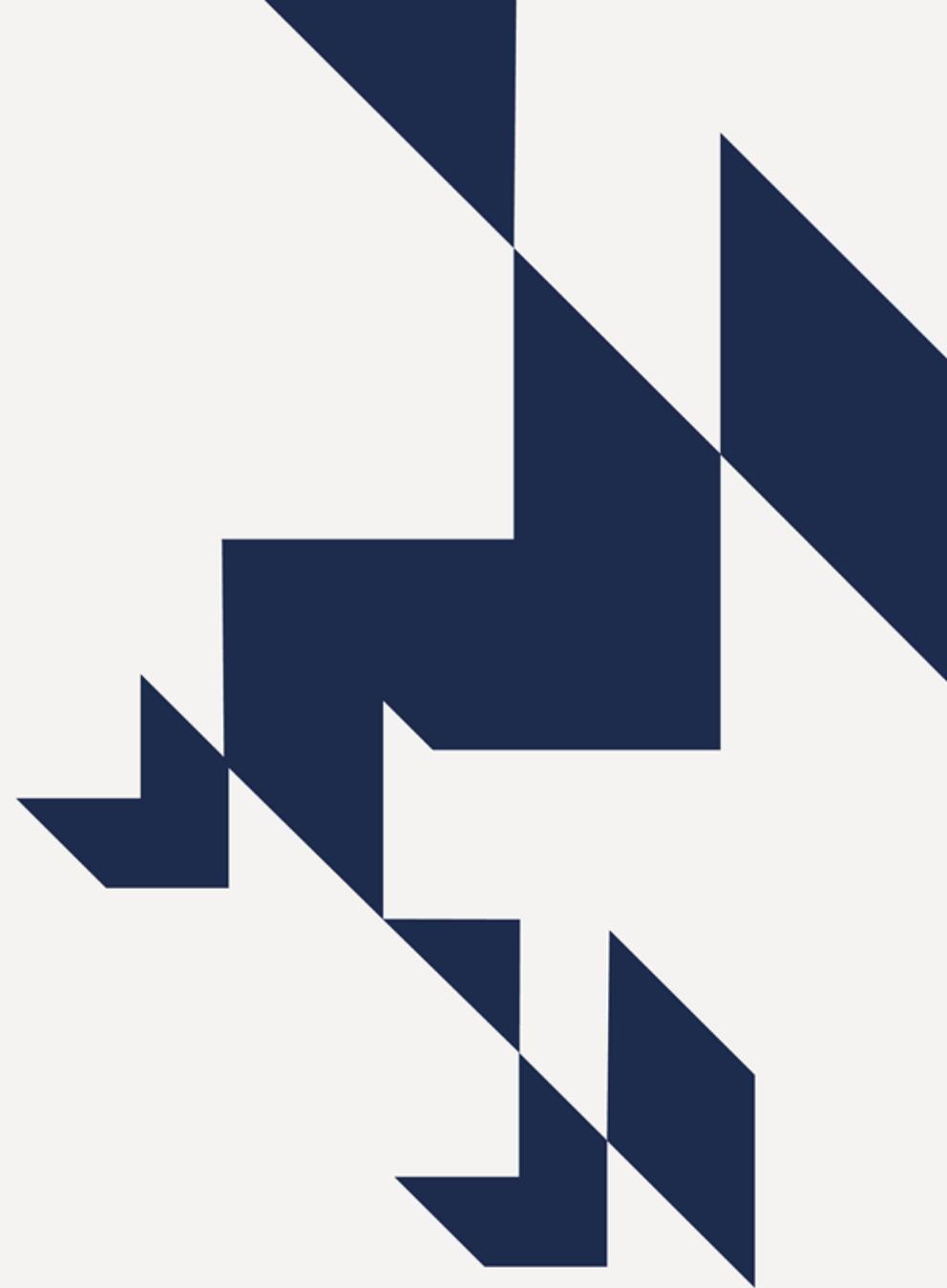
1. What is wrong with including the qualification aim in the TITLE field?
2. A course is run both full-time over 2 years and part-time over 3 years with students able to apply for either option. The length of these courses is the only difference between them. What should be returned in the KISMODE field?
3. A part-time course has the option of being studied either distance learning or non-distance learning what should be returned in the DISTANCE field?
4. A part-time course is taught over 4 years. What should be returned in the NUMSTAGE field for this course?
5. A course has an accreditation which is only awarded to students who choose two particular optional modules. What should be returned in the ACCDEPEND and ACCDEPENDURL fields?
6. If the same course is taught simultaneously on two different campuses how many CourseLocation entities should be included?
7. If a course has the option of an additional sandwich year or year aboard which additional Course fields should be returned with value '1'?

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Unistats troubleshooting (and a tea break)

Data linking



Why link to previous courses?

Links to previous iterations of the course are critical in displaying data on Unistats

This allows the system to pull in data from:

Student records (ILR returns or HESA Student Collection)

Used for: Entry Qualifications, Continuation, and Tariffs,
Classification of degree

NSS results

Used for: Student satisfaction

DLHE survey results

Used for: Employment/further study, common jobs, salary data after
graduation

LEO data

Long term median salaries for subject areas

Linking a 'KISCourse' to HESA or ILR data

HESACourse and ILRAims entities are not required for every KISCourse. The System will error if more than 1/3 of KISCourses are not linked.

They allow you to link a KISCourse to multiple courses run in previous years

If they exist, the expectation is that you would link to all previous instances of the course in 2014/15, 2015/16 & 2016/17 academic years

ILRAims must contain:

ILRAIMID and ILRYEAR

HESACourse must contain:

HESACOURSEID and HESAYEAR

Can also contain REGUKPRN if the course has been franchised in or

TEACHUKPRN if the course has been franchised out

Linking a 'KISCourse' to HESA or ILR data

E.g.

<KISCourse>

<KISCOURSEID>Example123</KISCOURSEID>

<KISAIM>035</KISAIM>

<KISMODE>1</KISMODE>

<ILRAims>

<ILRAIMID>00246261</ILRAIMID> [LearnRefNum]

<ILRYEAR>2016</ILRYEAR>

</ILRAims>

</KISCourse>

Changes to courses over time

If a course is new and has no data in 2016 or earlier, ILRAIMIDs and HESACOURSEIDs will not be able to pull in any data.

In this case, links are done using the values in the XML for:

- **LDCS/HECOS**
- **KISMODE**
- **KISAIM**

If a course has had a change of ILRAIMID it can still be linked back to.

- This could be because a course has changed slightly but is similar enough to link back to.
- The decision as to whether a course is similar enough to link back to is to be made by the institution.

When linking goes wrong

Links to previous courses are one of the most common causes of validation errors

If links are incorrect the data shown will be incorrect.

If there is not enough data the below message will display against the metric:



There is no data available for this course, as the course has either not run yet, or has not been running long enough for this data to be available. **This does not reflect on the quality of the course.**

This can however, be the result of inputting incorrect links to HESA/ILR courses.

UCAS Data

UCASPROGID (exists in the **Course** entity – one per course)

- A 6 digit code of the form **A00-A00** or **Z99-Z99**.

UCASCOURSEID (exists in the **CourseLocation** entity – one or more per course)

- A 4 digit number between **0000** and **9999**.

The values for both of these fields should be held internally but should be available through the UCAS collection tool.

(www.ucas.com/providers/our-service-providers-and-members/collection-tool-help)

If the course is franchised in, the ID codes should be held by the registering institution.

Individual codes for each **KISMODE**.

Publication thresholds

Data displayed on Unistats for student records, DLHE, NSS or LEO must meet publication thresholds.

These are in place to ensure data is valid, meaningful and meets data protection criteria.

Source:	Applies to:	Threshold:
ILR/HESA data	All	At least 10 students.
National Student Survey	All	At least 10 responses and at least 50% response rate.
DLHE	All	At least 10 responses.
DLHE	UK, Full-Time	At least 68% response rate.
DLHE	UK, Part-Time	At least 59.5% response rate.
DLHE (Salary)	UK, Full-Time, Part-Time	At least 50% response rate (from employed graduates).
LEO	All (England only)	At least 15 students.

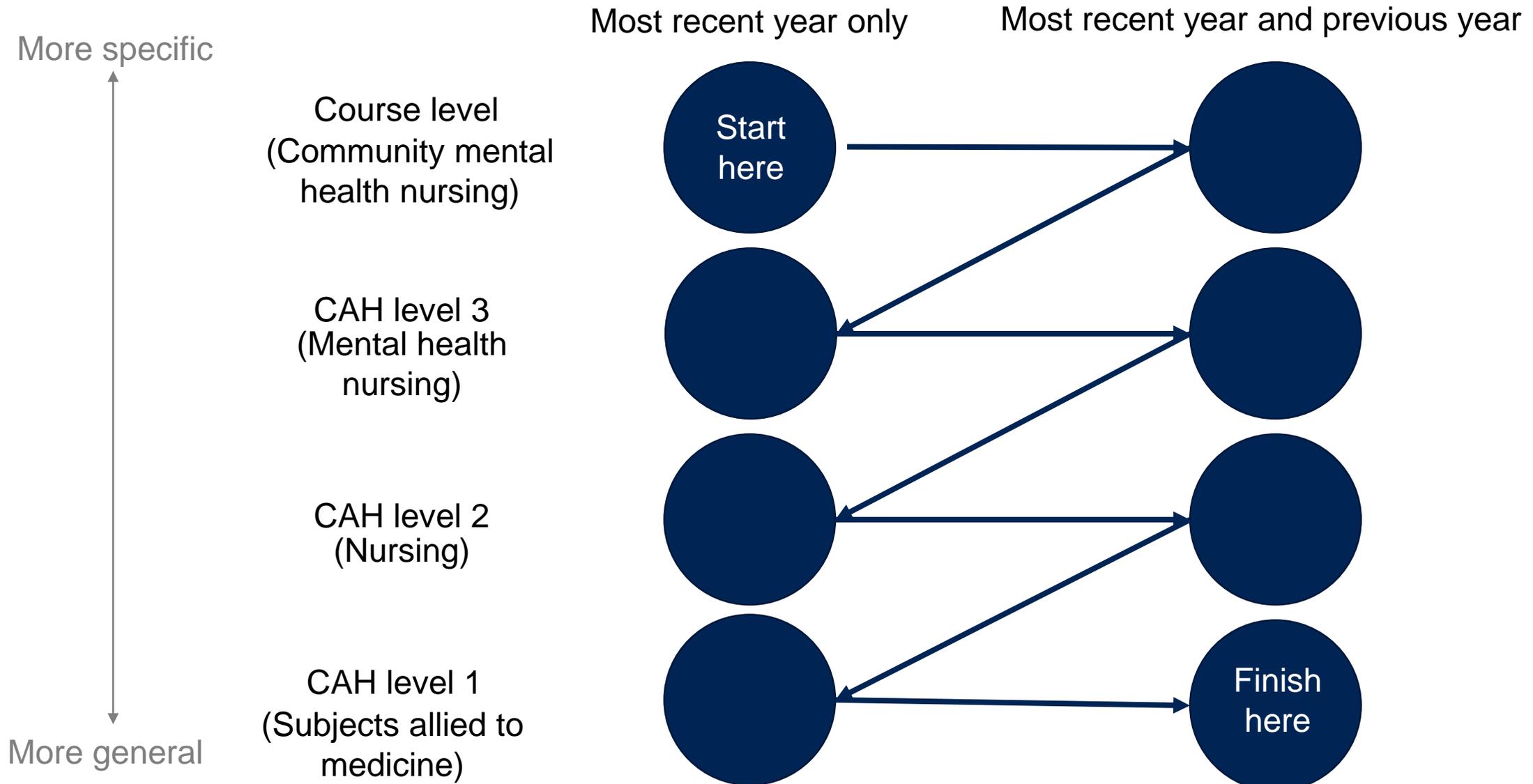
Aggregation

If data does not meet publication thresholds it will be aggregated.

Aggregation happens two over years and at each of the subject levels.

As different metrics have different publication thresholds, they may be aggregated differently.

Aggregation procedure



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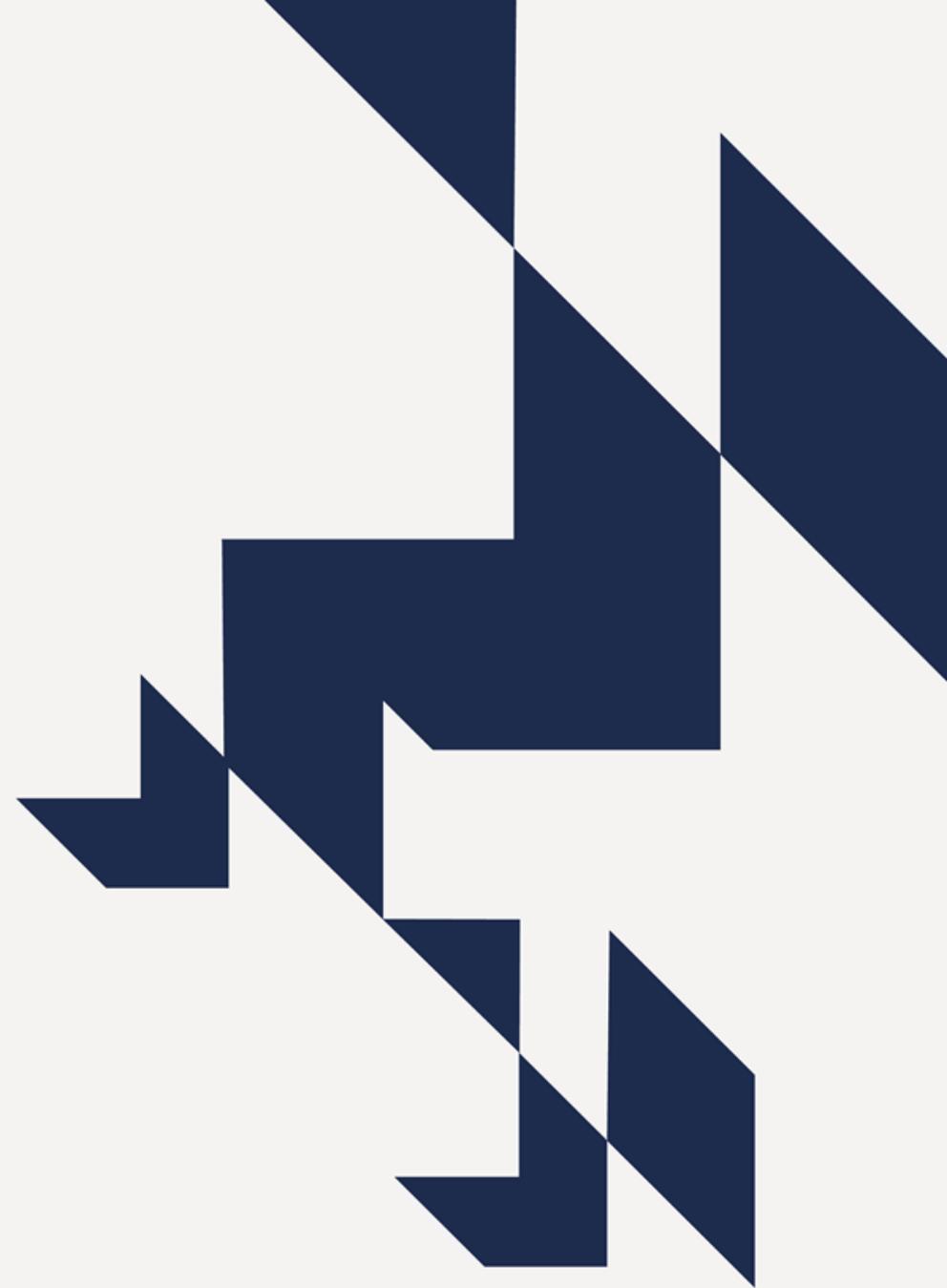
Exercise 4

Data linking

Data linking exercises

1. When should two UCASPROGIDs be entered?
2. Which years should a course be linked back to if possible?
3. A course is taught divided into 10 modules, 2 of which have changed since the instance of the course in 2015. How should this course be linked to NSS and DLHE?
4. If, for the NSS, there are 5 responses for a course in the current year and 4 responses in the previous year. And at subject level 3, there are 8 responses in the current year and 7 responses in the previous year. All response rates were above 50%. How will the data be aggregated?
5. A full-time course has a DLHE response rate of 67% at course level, 62% at subject level 3, 73% at subject level 2 and 70% at subject level 1 how will the data be aggregated?
6. The NSS data displayed for a course does not match the NSS data the course leader believes should be shown. What are potential reasons for this?
7. If the course has changed too substantially to link back to previous instances of it, which other fields should be populated to ensure data is shown?

The system



Updated collection timetable:

Date	Activity
24 May 2018	Data collection systems open.
11 July 2018	National Student Survey (NSS) & DLHE data added.
12 July 2018	Valid data submission required.
17 August 2018 (noon)	Deadline for sign-off of data.
30 August 2018	Update of Unistats website with the 2018 dataset.
Early September 2018	Collection systems reopen for updates.
29 September 2018	Deadline for update of widgets to reflect new course data.

Putting together a file

```
<KISRecord>
  <Institution>
    <UKPRN>10007149</UKPRN>
    <RECID>18061</RECID>
    <SUURL>http://hullstudent.com/</SUURL>
  <KISCourse>
    <KISCOURSEID>041601</KISCOURSEID>
    <ASSURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx#study</ASSURL>
    <CRSEURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx</CRSEURL>
    <DISTANCE>0</DISTANCE>
    <EMPLOYURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx#future</EMPLOYURL>
    <FOUNDATION>2</FOUNDATION>
    <HECOS>100425</HECOS>
    <HONOURS>1</HONOURS>
    <KISAIM>021</KISAIM>
    <KISMODE>1</KISMODE>
    <LOCCHNGE>0</LOCCHNGE>
    <LTURL>http://beta.www.hull.ac.uk/Study/UG/2018/physics.aspx#study</LTURL>
    <NHS>0</NHS>
    <NUMSTAGE>4</NUMSTAGE>
    <SANDWICH>0</SANDWICH>
    <SUPPORTURL>http://beta.www.hull.ac.uk/Choose-Hull/Study-at-Hull/Money/Money.aspx</SUPPORTURL>
    <TITLE>Physics (With Foundation Year)</TITLE>
    <TTCID>0</TTCID>
    <UCASPROGID>A12-H89</UCASPROGID>
    <YEARABROAD>0</YEARABROAD>
  <CourseLocation>
    <LOCID>HC</LOCID>
    <UCASCOURSEID>3066</UCASCOURSEID>
  </CourseLocation>
</KISCourse>
</KISRecord>
```

Upon completing all required fields in HESA's data entry, an XML file can be saved

This file is ready to be uploaded through the collection system

Before uploading we suggest you check the XML. Specifically:

- UKPRN
- RECID

How to submit a file: OfS Portal

Login at:

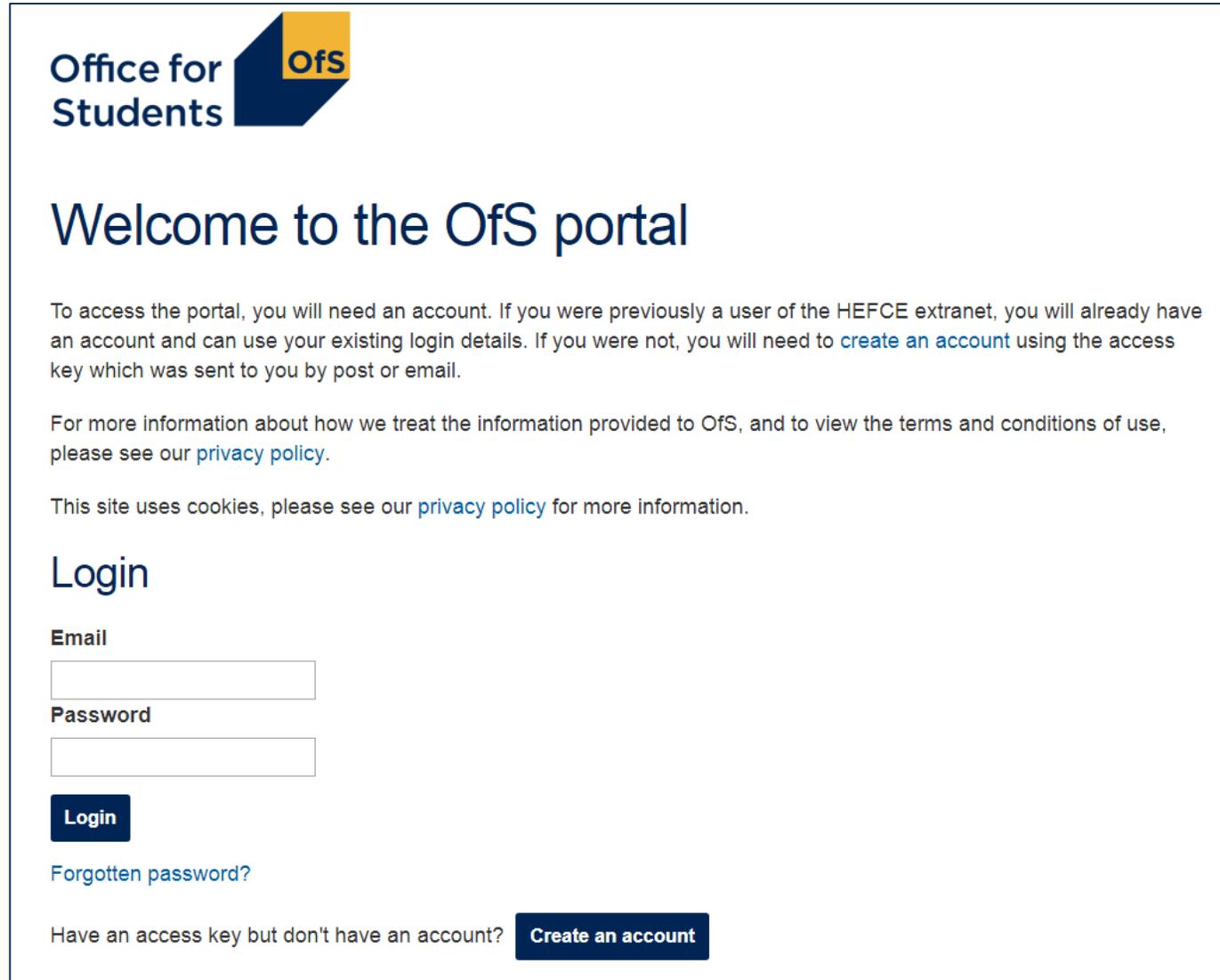
<https://extranet.officeforstudents.org.uk/Data>

Forgotten passwords can be resolved by your user administrator

For new accounts email:

portal@officeforstudents.org.uk

Anyone at the institution with appropriate access can upload an xml file.



The screenshot shows the OfS Portal login page. At the top left is the logo for the Office for Students, consisting of the text 'Office for Students' and a blue and yellow geometric shape with 'OfS' written on it. Below the logo is the heading 'Welcome to the OfS portal'. The main text explains that users need an account and provides instructions for existing and new users. It also includes links to the privacy policy and a note about cookies. The login section contains two input fields for 'Email' and 'Password', a 'Login' button, and a 'Forgotten password?' link. At the bottom, there is a link to 'Create an account' for users who have an access key but no account.

Office for Students **OfS**

Welcome to the OfS portal

To access the portal, you will need an account. If you were previously a user of the HEFCE extranet, you will already have an account and can use your existing login details. If you were not, you will need to [create an account](#) using the access key which was sent to you by post or email.

For more information about how we treat the information provided to OfS, and to view the terms and conditions of use, please see our [privacy policy](#).

This site uses cookies, please see our [privacy policy](#) for more information.

Login

Email

Password

Login

[Forgotten password?](#)

Have an access key but don't have an account? **Create an account**

Uploading a file and downloading results

Access is provided by your internal User Administrator.

No longer user group keys for this part of the process.

The User administrator's details can be found by clicking:

1. Select the 'My Account' button on the yellow bar near the top of the web page.
2. Select 'Activate an access key'.
3. The Portal user administrator's name and email address should appear below the key entry boxes.

Activate key

To access an area of the portal, enter your access key exactly as provided in your letter or email.

Access key

 - - -

Activate

Cancel

If you do not have an access key, contact one of the following user administrators at your provider:

unistats@officeforstudents.org.uk

Uploading a file and downloading results

Once appropriate permissions have been gained, the link will appear upon logging in:

[2018/19 Unistats Submission System](#) (Deadline: 17 August 2018 12:00)

The OfS submission system for Unistats to provide validation and re-creation of Unistats data.

The file can then be uploaded by clicking on the upload button.

This page also tracks the progress of a submission and allows you to download the results package upon completion.

Guidance:

Unistats data specification guidance can be found on the [HESA website](#).

You should submit your return by 17 August 2018 12:00.

 Your files are being processed.

This may take several minutes. Please return to this page later to verify your submission has been processed successfully.

[Result](#)

[Download the results package](#)

Results package

After uploading the XML file you can download a zip folder containing:

The original XML file submitted

Validation 1 html document

Validation 1 XML document

Validation 2 html document

Check document 1

Check document 2

 393531-10023139.xml

 UKPRN_Val1.html

 UKPRN_Val1.xml

 UKPRN_Val2.html

 Unistats18_Checkdoc1_UKPRN.xlsx

 Unistats18_Checkdoc2_UKPRN.xlsx

Validation 1

The Validation 1 html document is a print out of HESA's validation kit.

- This contains the business rules.

It will include:

- Errors – Which must be resolved.
- Warnings – Which should be checked to ensure data validity.

Each will have:

- The rule that was triggered and its description
- An indication as to the part of the xml which triggered the rule
- The severity (warning or error)
- An indication as to whether the error is a schema or data error

Rule	Description	Location	Severity	Schema
QR.C18061.HESACourse.HESAYEAR.1	Within a KISCourse, where (HESACourse.HESAYEAR = Y1 minus 4 or HESACourse.HESAYEAR = Y1 minus 2) exists then either (HESACourse.HESAYEAR = Y1 minus 3 or ILRAims.ILRYEAR = Y1 minus 3) should exist.	HESACourse.HESACOURSEID = ETCHYP800; HESACourse.HESAYEAR = 2016; KISCourse.KISCOURSEID = ETCHYP700; KISCourse.TITLE = Children Young People and their Services; KISCourse.KISAIM = 038; ILRAims.ILRYEAR = ;	Warning	False
QR.C18061.KISCourse.UCASPROGID.3	KISCourse.UCASPROGID should exist (for those providers supplying UCAS course data) where KISCourse.KISMODE = 1 or 3.	KISCourse.KISCOURSEID = ETCHYP700; KISCourse.TITLE = Children Young People and their Services; KISCourse.KISAIM = 038; KISCourse.UCASPROGID = ; KISCourse.KISMODE = 3;	Warning	False
QR.C18061.KISCourse.UCASPROGID.3	KISCourse.UCASPROGID should exist (for those providers supplying UCAS course data) where KISCourse.KISMODE = 1 or 3.	KISCourse.KISCOURSEID = PWHESC105; KISCourse.TITLE = FDS Health and Social Care; KISCourse.KISAIM = 000; KISCourse.UCASPROGID = ; KISCourse.KISMODE = 1;	Warning	False

Validation 2

The Validation 2 html document contains the Exceptions.

This document also contains possible fixes and plain English definitions.

Checking business rules	Validation Rule	Plain English Explanation	Possible Fixes
Accreditation.ACCTYPE.1:	Accreditation.ACCTYPE must exist in the list of accrediting bodies and types.	The value returned for type of accreditation awarded (ACCTYPE) must exist in the list of accrediting bodies and types.	Please ensure you are returning one of the accreditation types listed here . Currently the value provided is not valid as it is not on this list. When returning an ACCTYPE, make sure to include all leading zeros in the ACCTYPE code. For example, if the code is '00101', then '00101' should be returned. '101' should not be returned.
Institution.OTHERINST.4:	Institution.OTHERINST and Institution UKPRN should exist as a Registering UKPRN/Teaching UKPRN pair in the Course list.	Where a UKPRN is returned in OTHERINST to indicate a collaborative partnership then that partnership should be evidenced in the HESA Student or ILR data. Within the Course list they should exist as a pair with one UKPRN as the Registering UKPRN and the other as the Teaching UKPRN.	This pairing does not exist in the course list. Please ensure you are returning the correct UKPRN's and that there is a course on which this pairing exists.
KISCourse.DISTANCE.3:	Where KISCourse.DISTANCE = 1 all linked courses identified in KISCourse.HESACourse and KISCourse.ILRAims entities must be distance learning.	Where the course (KISCourse) is only available through distance learning, then all the HESACourseIDs or ILRAIMIDs (within the HESACourse or ILRAim entities) must also be distance learning in the years they are linked to.	There is a course linked to in either a HESACourse or ILRAim entity which is not distance learning. Please check that the HESACourseIDs and ILRAimIDs linked to for this KISCourse are recorded as distance learning in the years specified by HESAYear or ILRYear.
KISCourse.KISAIM.9:	Where KISCourse.KISAIM is 038 then all the linked KISCourse.HESACourses and KISCourse.ILRAims, when mapped to a qualification level, should also be HNDs.	Where the course qualification (KISAIM) is a HND then all the linked HESACourses and ILRAims must also be HNDs for the years specified by HESAYear or ILRYear.	The KISAIM you submitted says that this course is a HND; however, the HESACourses/ILRAims submitted for this course do not seem to be HNDs. Please ensure you are referencing the correct HESACourseIDs/ILRAimIDs (LearnAimRefs), and that you are returning the correct KISAIM.
KISCourse.TITLE.8:	None of the entries in the labels of KISAIM should exist as a substring of KISCourse.TITLE (case insensitive).	TITLE should not contain the aim of the course, except where the aim appears in one of the following permissible words: BAGS, BALLET, BANKING, BASED, COMBAT, FOOTBALL, GERMAN, GLOBAL, HUMAN, INFORMATION, LLB, MAIN, MANAGEMENT, MARKETING, MASTERS, MATHEMATICS, PRIMARY, RIBA, SBAENEG or URBAN.	You cannot include the qualification aim of the course in the TITLE. For example, the Title for the course HND Computing should be returned as "Computing".

- Other ways in which to resolve these errors can be found in the HESA coding manual.
- Errors must be addressed before sign off is possible
- Warnings do not prevent sign off but should be reviewed carefully to ensure data is correct

Check documents 1 & 2

The check docs show the information that will be used on Unistats – they must be checked carefully.

Because of the changes due to OfS becoming a provider of official statistics Check Docs will be the only preview of the Unistats data.

Check docs will no longer contain the detailed NSS or DLHE results, but population information will be displayed to help identify missing data or linking problems.

Check doc 1 contains:

Locations submitted, courses that have not been linked to, institutions involved in teaching and registration, courses submitted, accreditations and links to provider websites.

Check doc 2 contains:

Entry qualifications data, Tariff data, Continuation data, Classification of degree data, NSS population data, DLHE population data.

Check doc 2 shows any aggregation used and displays data that will appear on Unistats.

The Sign-Off process

Valid data can be signed off after DLHE and NSS data is added in July.

The first sign-off must be completed by the Accountable Officer (usually the Head of Provider) using their own Portal account.

During the initial sign-off authority can be delegated so that further sign-offs can be completed by another member of staff.

Only in exceptional circumstances anyone but the Accountable Officer or their chosen delegate sign-off the data.

Accessing Sign-Off system

Valid data can be signed off after resubmitting a valid XML once DLHE and NSS data is added to the system in July.

Access to the system must be provided to the Accountable Officer by a User Administrator.

Once a valid submission has been uploaded. It can be signed off through the Unistats 2018/19 Sign-Off System:

[Sign-off for the 2018-19 Unistats collection](#) (Deadline: 17 August 2018 12:00)

The system used to sign off valid Unistats data ready for publication on the Unistats website

Signing off the data

The Accountable Officer must log-in to the Portal using their own Portal account.

They must access the Sign-Off group and complete the sign-off process – instructions will be provided before sign-off opens.

Once this is complete the Accountable Officer will receive an email stating whether the Sign-off was successful or unsuccessful.

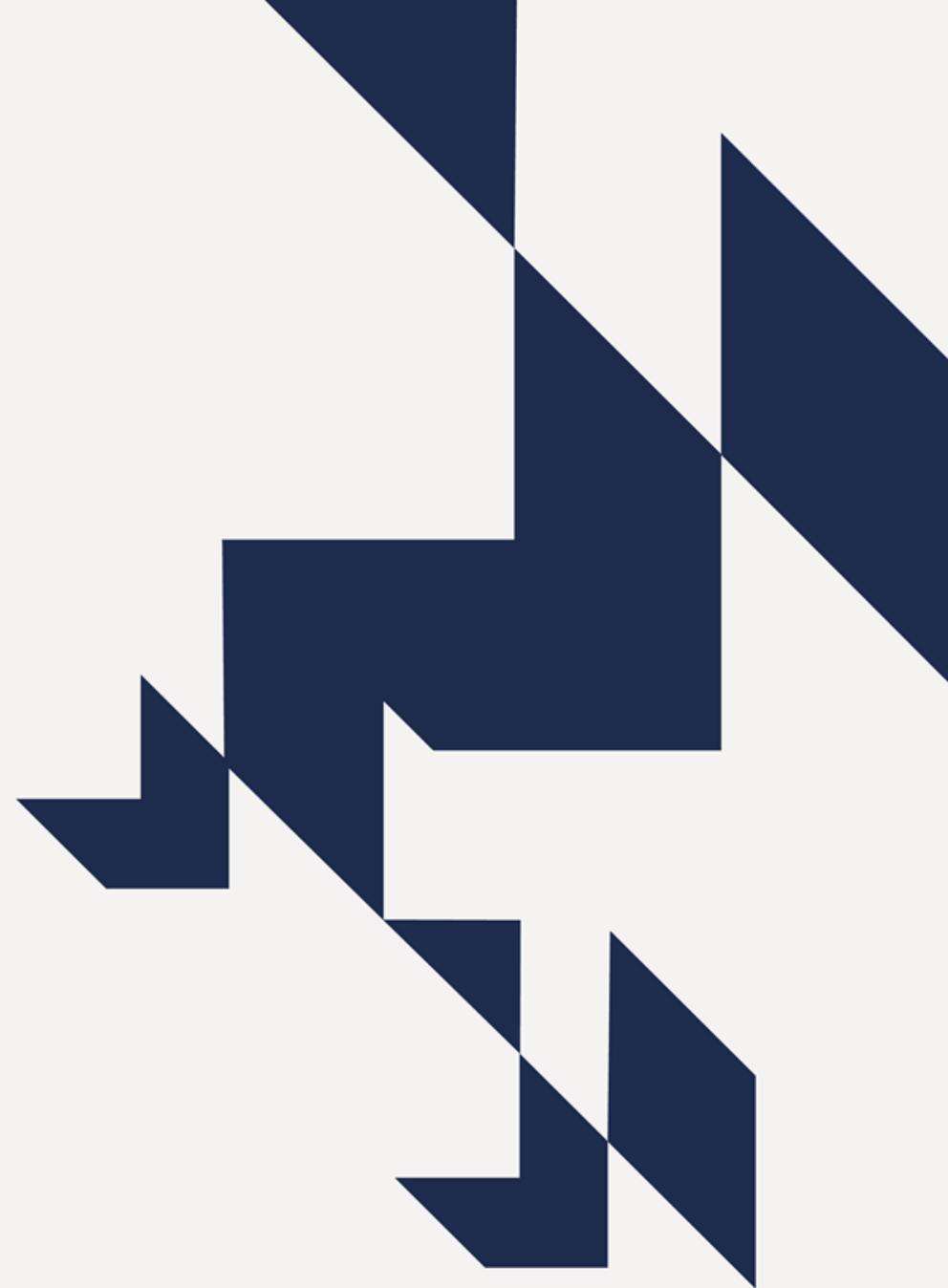
How to find out more

Email

unistats@officeforstudents.org.uk

Twitter @officestudents

Website www.officeforstudents.org.uk



Unistats Helpdesk

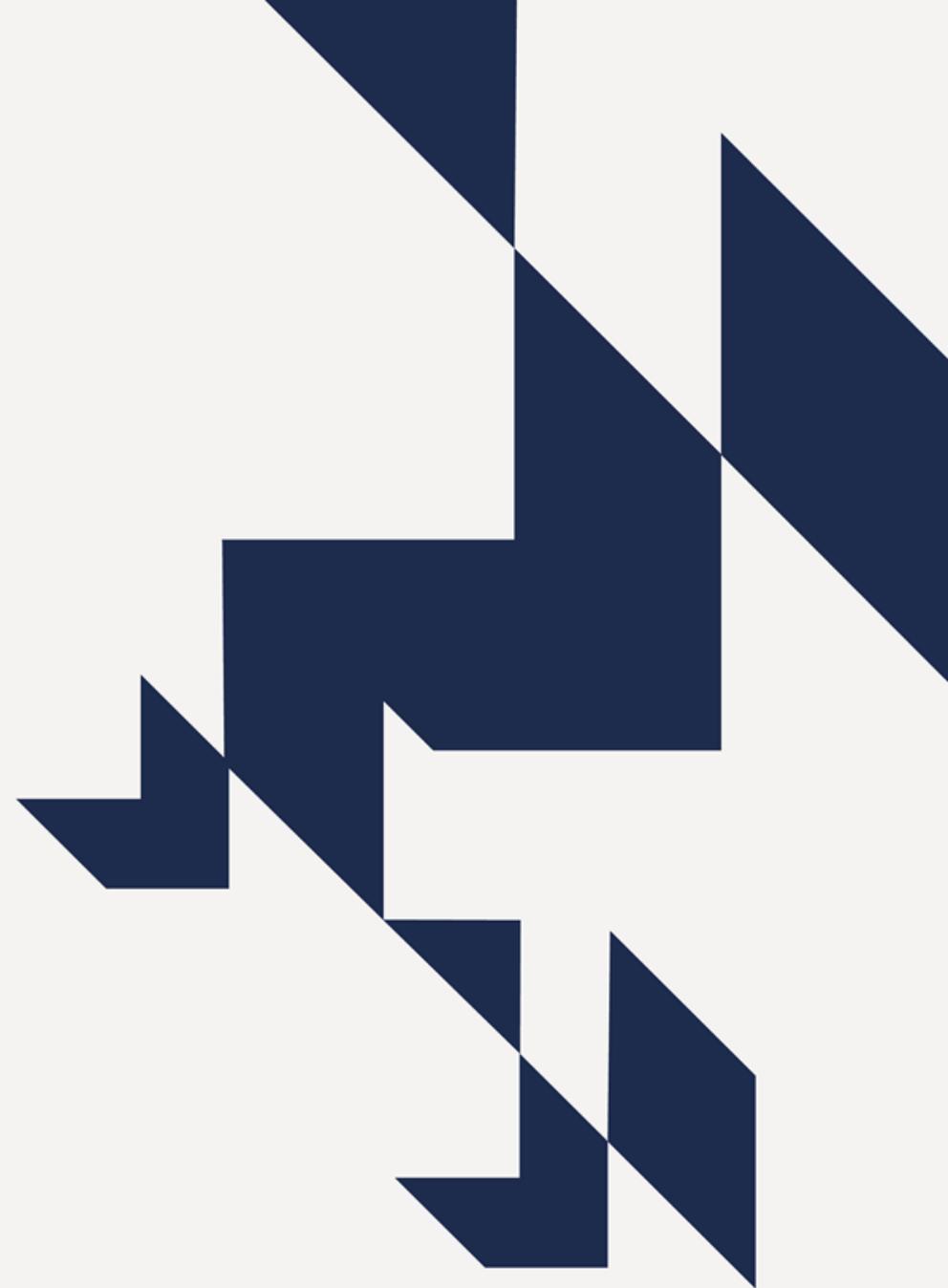
For any help with your Unistats submission please contact the Unistats helpdesk:

Email: unistats@officeforstudents.org.uk

Phone: 0117 931 7273

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