

OfS funding definitions

Part 2 - HESES18B

Where can we find more information?

Information	HESES Guidance
Mode of study	Annex H
Level of study	Annex I
Price group	Annex G
Long or standard-length year	Annex J
Fundability / residential status / domicile	Annex F
Standard or non-standard year	Annex C
Non-completion forecasts	Annex D
(Part-time only) FTE for completed years	Annex E
Number of new-entrant students	Annex C
Apprenticeships	Annex B
How to record students on nursing, midwifery and allied health profession courses	Annex L



Part 2 – Counting your students

Table 1 Full-time

Price Group: Annex G		Level: Annex I	Column 1 or Column 2: Annex C			Column 3 Non-completions: Annex D			Column 4 Automatically completed					
Length: Annex J			Validation: OK First stage credibility: OK			Validation: OK First stage credibility: OK			Validation: OK First stage credibility: OK			Validation: OK First stage credibility: OK		
Price group	Length	Level	Column 1 Years countable between 1 August 2016 and 1 December 2016 inclusive			Column 2 Forecast of years countable between 2 December 2016 and 31 July 2017 inclusive			Column 3 Forecast of years not completed (negative values)			Column 4 Estimated completed years academic year 2016-17 (Columns 1 + 2 + 3)		
			Home & EU			Home & EU			Home & EU			Home & EU		
			HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)
17 A	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27 B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)												
		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fundability status: Annex F

Counting student activity (Annex C)

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

- The first year begins when they start studying towards the qualification.
- The second and subsequent years start on or near the anniversary of this date (to allow for minor variations in term dates).

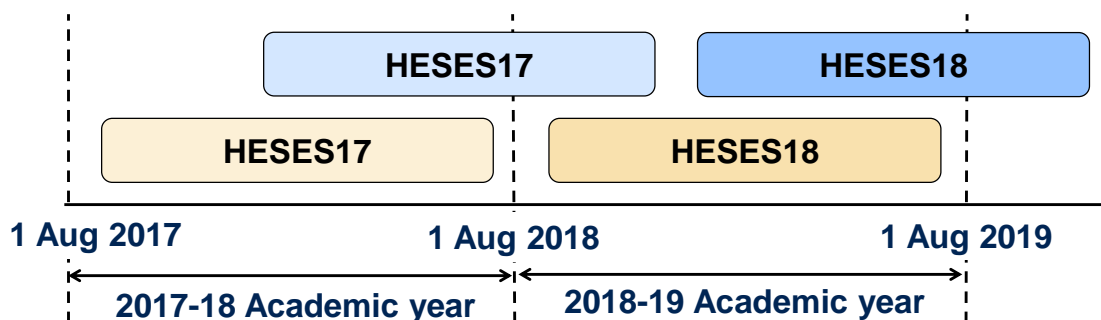
For each year, student activity is counted if:

- 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.

Counting student activity: which HESES?

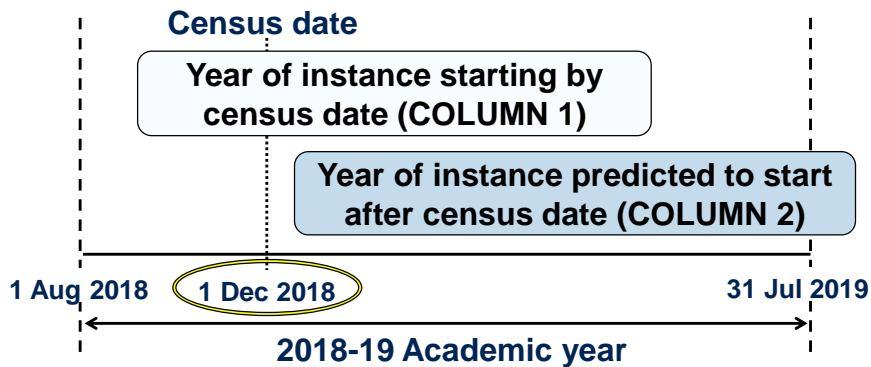
A year of instance is counted in the HESES survey based on which academic year it starts in.

The years labelled as 'HESES17' below both start in the 2017-18 academic year.



Counting student activity: Column 1 or 2?

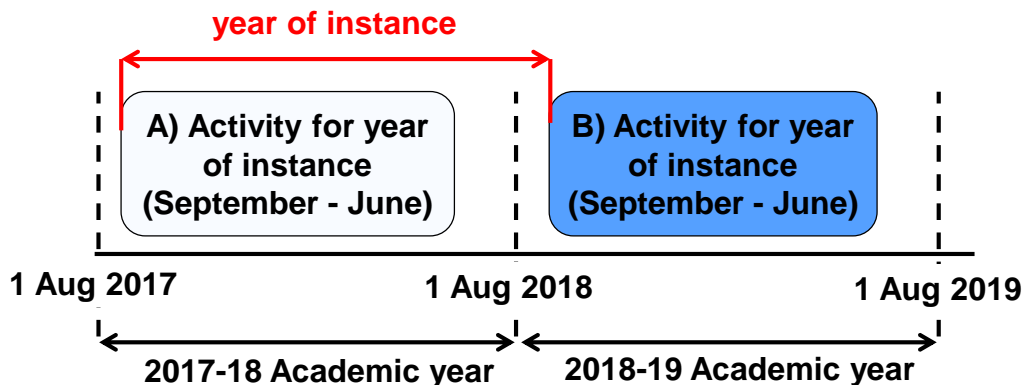
- Years of instance can be recorded in either Column 1 or Column 2: this reflects if the year starts before or after the HESES census date.
- If a student has withdrawn from their year of instance on or before 1 December 2018 they should NOT be returned.



Standard & non-standard years

Standard year (column 1):

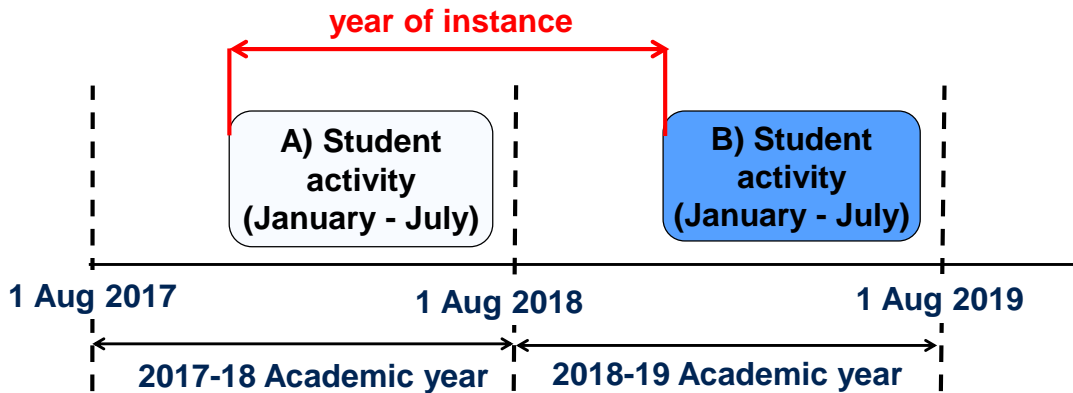
- All activity contained within one academic year (1 August – 31 July)
- Counted in column 1 as the year of instance starts



Standard & non-standard years

Standard year (column 2):

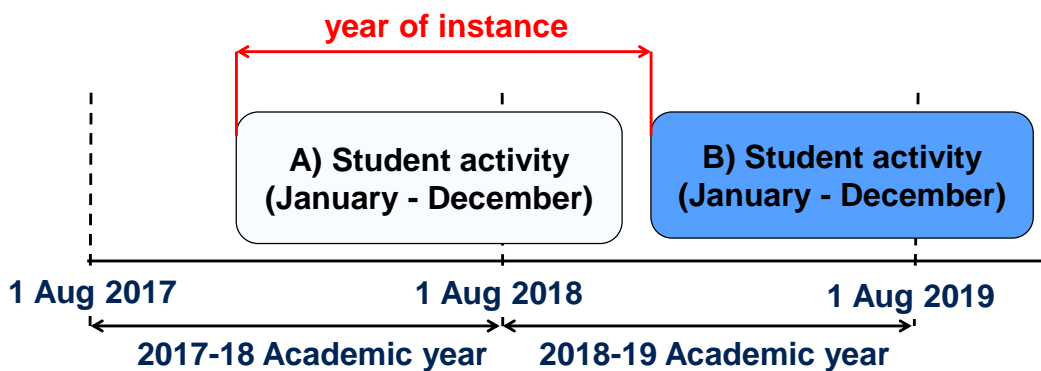
- All activity contained within one academic year (1 August – 31 July)
- Included as a forecast year in column 2.



Standard & non-standard years

Non-standard year (column 2):

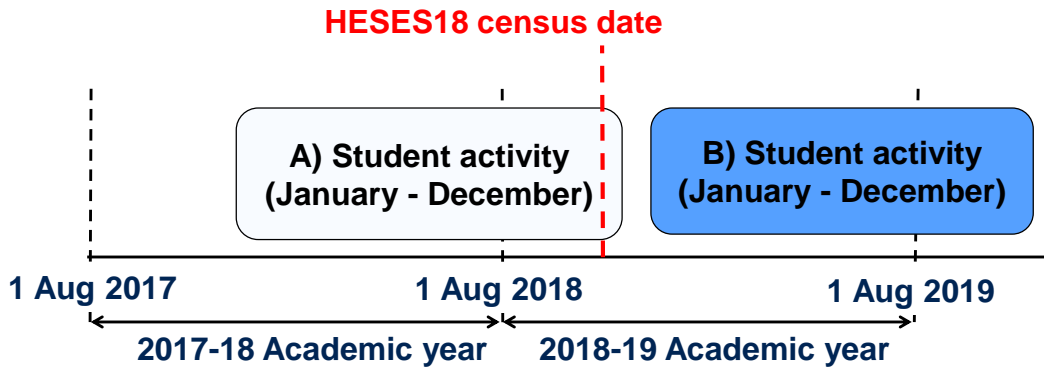
- Activity for a year of instance spans two academic years.
- Included as a forecast year in column 2 (avoid double-counting)



Standard & non-standard years

Non-standard year (column 2):

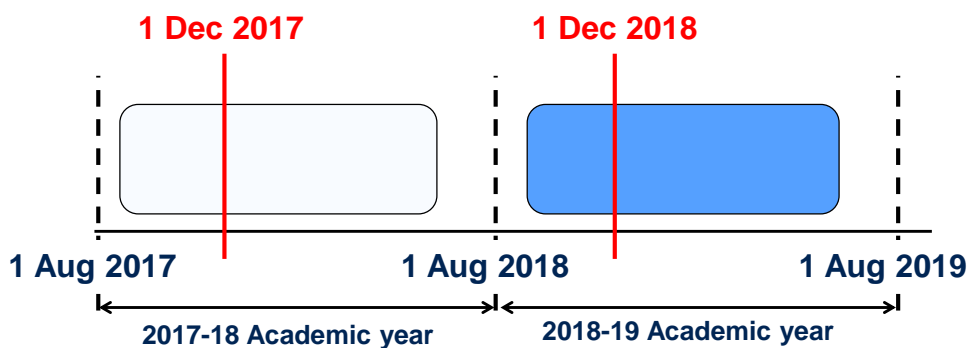
- Activity for a year of instance spans two academic years.
- Included as a forecast year in column 2 (avoid double-counting)



Counting student activity: example 1

A student starts a degree in September 2017 with exams in June 2018. After a summer break they re-enrol in September 2018 for the second year of the degree.

- Should the second year be recorded in Column 1 or 2 of HESES18?



Counting student activity: example 2

A student starts a degree in January 2018 and they will only study in 'normal' term time (i.e. January-Easter, Easter-June, September-December).

- Should the second year be recorded in Column 1 or 2 of HESES18?

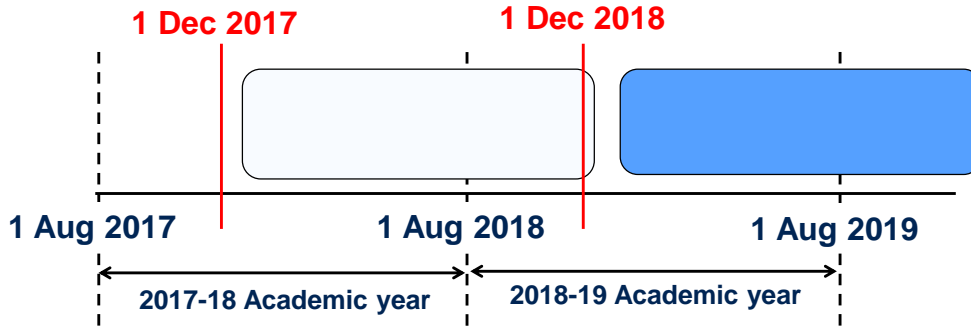


Table 1 Full-time

Price Group: Annex G		Level: Annex I	Column 1 or Column 2: Annex C			Column 3 Non-completions: Annex D			Column 4 Automatically completed					
Price group	Length	Level	Column 1 Years countable between 1 August 2016 and 1 December 2016 inclusive			Column 2 Forecast of years countable between 2 December 2016 and 31 July 2017 inclusive			Column 3 Forecast of years not completed (negative values)			Column 4 Estimated completed years academic year 2016-17 (Columns 1 + 2 + 3)		
			Home & EU	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)	Home & EU	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)	Home & EU	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)
17 A	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18		PGT (UG fee)												
19		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23		PGT (UG fee)												
24		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27 B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28		PGT (UG fee)												
29		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33		PGT (UG fee)												
34		PGT (Masters loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36		PGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fundability status: Annex F

The OfS definition of completion

Students start their year with a study intention.

- The modules they intend to complete in that year.

The OfS definition of 'completion':

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.

Completion is not the same as 'progression'.



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: Column 3 (Annex D)

Enter a **forecast** of the students recorded in Columns 1 and 2 who will not complete their year of instance.

Notes

- Should be recorded as a **negative** number.
- Estimates should be primarily **based on the previous year's non-completion rate** for the particular course.
- Completion is not the same as progression: use the definition from the HESSES guidance.



Table 3 Part-time

Table 3 Part-time is a detailed data table with the following structure:

- Annotations:**
 - Price Group: Annex G
 - Level: Annex I
 - Length: Annex J
 - Column 1 or Column 2: Annex C
 - Column 3 Non-completions: Annex D
 - Column 4 Automatically completed
 - Column 4a FTE: Annex E
 - Fundability status: Annex F
- Table Headers:**
 - Validation: OK (repeated for each column)
 - First stage credibility: OK (repeated for each column)
 - Column 1: Years countable between 1 August 2016 and 1 December 2016 inclusive
 - Column 2: Forecast of years countable between 2 December 2016 and 31 July 2017 inclusive
 - Column 3: Forecast of years not completed (negative values)
 - Column 4: Estimated completed years academic year 2016-17 (Columns 1 + 2 + 3)
 - Column 4a: Estimated FTE for completed years included in Column 4 for academic year 2016-17
- Sub-headers:** HEFCE-fundable, Non-fundable, Island & overseas (repeated for each of the five main columns).
- Rows:** Categorized by Price Group (A, B, C1) and Length (Standard, Long). Each row lists course types like UG, PGT (UG fee), PGT (Masters loan), PGT (Other), and PGR.

Calculating FTE: Column 4a (Annex E)

FTE = Full Time Equivalence.

- For a part-time course, 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 group course.
- Foundation degree bridging courses have a FTE of 0.3

E.g. A full-time degree takes 3 years, and the part-time version takes 6 years.

$$3 / 6 = 0.5 \text{ FTE} \quad (\text{Over the 6 years, this totals back up to 3}).$$

Calculating FTE: credit example

E.g. 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?

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



Part 3 – The planning tables

Table 5 Planning

Table 5: Further student breakdowns for planning purposes			Section A: All years									Section B: New entrants		
University of East Filton			Validation: OK			Validation: OK						Validation: OK		
			First-stage credibility: OK			First-stage credibility: OK						First-stage credibility: OK		
			Section A: All years									Section B: New entrants		
			Column 1 Years countable between 1 August 2018 and 1 December 2018 inclusive (as entered in Column 1 of Tables 1, 2 and 3)						Column 2 Years countable between 2 December 2018 and 31 July 2019 inclusive (as entered in Column 2 of Tables 1, 2 and 3)			New entrants included in Section A of this table		
			Home and EU			Home and EU			Home and EU			Home and EU		
			(a) OIS-fundable	(b) Non-fundable	(c) Island and overseas	(a) OIS-fundable	(b) Non-fundable	(c) Island and overseas	(a) OIS-fundable	(b) Non-fundable	(c) Island and overseas	(a) OIS-fundable	(b) Non-fundable	(c) Island and overseas
			UK-domiciled	Other Home and EU	Other Home and EU	UK-domiciled	Other Home and EU	Other Home and EU	UK-domiciled	Other Home and EU	Other Home and EU	UK-domiciled	Other Home and EU	Other Home and EU
			(i)	(ii)	(i)	(i)	(ii)	(i)	(i)	(ii)	(i)	(i)	(ii)	(i)
Mode	Level	Sub-level												
Full-time and sandwich year out	UG	FHEQ level 4 and 5 apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		FHEQ level 6+ apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other 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
		All other 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
		Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0
Part-time	UG	FHEQ level 4 and 5 apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		FHEQ level 6+ apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other 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
		All other 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
		Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0
		PGR	0	0	0	0	0	0	0	0	0	0	0	0
All modes	All UG		0	0	0	0	0	0	0	0	0	0	0	0
	All PG		0	0	0	0	0	0	0	0	0	0	0	0
	Total		0	0	0	0	0	0	0	0	0	0	0	0

Table 5 – differences to previous tables

There are some differences in layout and definitions in Table 5:

- Level is broken down further into sub-levels which reflect where years are taken as part of apprenticeships
- Two sections:
 - Section A – all students, broken down into Columns 1 & 2
 - Section B – new entrants
- Each section has sub columns for:
 - RESIDENTIAL & FUNDABILITY STATUS
 - DOMICILE (for Home and EU students).
- Rows separate out by MODE and then by LEVEL and SUB-LEVEL

Table 5 – definitions

New entrant (also applies to table 6):

- Is when a student first generates a countable year for that instance.
- Does not include students repeating a year but does include students entering directly onto the second or subsequent years of a course.
- Students who have been active at the **same broad level** (UG, PGT, PGR) **at the institution** in either of the **two previous academic years** should not be recorded as new entrants.

Apprenticeships:

- Record any years of instance taken as part of an apprenticeship.
- Further, expanded information on apprenticeships is in Annex B.

Table 6 Subcontractual

Table 6: Years of instance taught under subcontractual arrangements by other providers											
Institution			Validation: OK			Validation: OK		Validation: OK		Validation: OK	
First-stage credibility: Warnings (see to right of table)			First-stage credibility: OK			First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: Warnings (see to right of table)	
						Section A: All years		Section B: New entrants			
						Years countable between 1 August 2018 and 31 July 2019 inclusive		New entrants included in Section A of this table			
Row number	UKPRN	Name of provider	Mode	Level	Fundability status					Name of unregistered provider	
						Total	615	473			
1	1000000Y	NORTH EAST WARE COLLEGE	FT + SWOUT	UG	Home and EU, OFS-fundable		87	44			
2	1000000Y	NORTH EAST WARE COLLEGE	FT + SWOUT	UG	Home and EU, non-fundable		2	1			
3	1000000Y	NORTH EAST WARE COLLEGE	PT	UG	Home and EU, OFS-fundable		106	28			
4	1000000Z	THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Home and EU, OFS-fundable		87	86			
5	1000000Z	THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Home and EU, non-fundable		12	12			
6	1000000Z	THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Island and overseas		45	44			
7	1000000W	EXEMPLAR ACADEMY OF PERFORMING ARTS	PT	UG	Home and EU, OFS-fundable		10	10			
8	1000000W	EXEMPLAR ACADEMY OF PERFORMING ARTS	PT	UG	Home and EU, non-fundable		1	1			
9	1000000X	BEISPIEL COLLEGE	FT + SWOUT	PGT (UG fee)	Home and EU, OFS-fundable		237	222			
10	1000000X	BEISPIEL COLLEGE	FT + SWOUT	PGT (UG fee)	Home and EU, non-fundable		26	25			
11	4002	Other Non-UK provider	FT + SWOUT	UG	Home and EU, OFS-fundable		2	0	Academie van Zuid-nergens		
12							0	0			

Recording subcontracted students (Table 6)

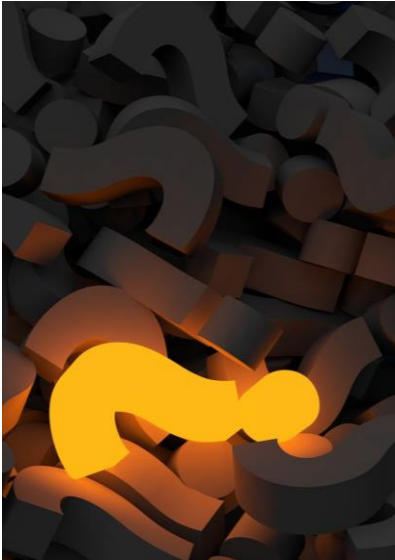
- Students should be returned in HESES18 by the institution that they are registered with. (This is defined in Annex A).
- As well as recording these students in Tables 1 → 5, it is also necessary to report any such students on Table 6.
- For each subcontracted institution, students should be split up by:
 - Mode of study
 - Level of study
 - Fundability status
- It is not necessary to separate these students by price group / course.
- You should **also** record the number of **new entrants** for each line.

What we covered

- Differences between the Tables (mainly Mode)
- How to classify students
- How to count students:
 - Column 1 or Column 2
 - Estimating non-completions (Column 3)
- How to estimate FTE for part-time students (Column 4a)
- Some specific definitions for Tables 5 & 6:
- 'new entrants' and apprenticeships
- Subcontracted students



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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