

Nicholson House
Lime Kiln Close
Stoke Gifford
BRISTOL
BS34 8SR

0117 931 7317

www.officeforstudents.org.uk

27 July 2022

Dear [Accountable Officer]

Deadlines and requirements for 2022-23 data returns

I am writing to set out deadlines for the data returns we require you to submit during the 2022-23 academic year (1 August 2022 – 31 July 2023). Annex A includes a notice issued under general ongoing condition of registration F3 and general ongoing condition of registration F4. This notice contains the detailed requirements and deadlines for these returns. Providers registered in the Approved (fee cap) category should refer to Schedule 1 of this notice; providers registered in the Approved category should refer to Schedule 2.

Requirements for the Annual Financial Return 2022 were set out in our letter of 20 July 2021¹ and the deadline date for your provider for that return was sent to you on 12 May 2022. Requirements for the Annual Financial Return 2023 will be set out in a separate notice, to be issued later this year.

Please contact us at regulation@officeforstudents.org.uk or on 0117 931 7305 if you have any questions about this letter, or the information contained in its annexes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Smy'.

David Smy
Director of Monitoring and Intervention

¹ See www.officeforstudents.org.uk/publications/deadlines-and-requirements-for-2021-22-data-returns-and-annual-financial-return-2022/

Annex A: Information requirements

To: The governing body, xxxxxxxx (the “Provider”)

Notice under general ongoing condition of registration F3: Provision of information to the Office for Students (‘OfS’) and general ongoing condition of registration F4: Provision of information to the Designated Data Body

Whereas:

(A) The Provider was registered by the OfS in accordance with section 3 of the Higher Education and Research Act 2017 (HERA) on the Register of English Higher Education Providers.

(B) For the purpose of assisting the OfS in performing any function, or exercising any power, conferred under any legislation, the OfS has the power under general ongoing condition F3(i) (and by virtue of section 8(1)(b) of HERA to compel the governing body of a registered English higher education provider to provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time manner and form specified.

(C) For the purposes of the Designated Data Body’s duties under sections 64(1) and 65(1) of HERA, the provider must provide the Designated Data Body with such information as the Designated Data Body specifies at the time and in the manner and form specified by the Designated Data Body.

Therefore:

Pursuant to general ongoing condition of registration F3 and F4, the Provider is required to provide the Specified Information at the Specified Time and in the Specified Manner.

Definitions:

“Designated Data Body” (DDB) means the designated body as defined in section 66 of HERA².

“Specified Information” means the Notice (Schedule 1 and Schedule 2), which sets out the requirements for the provision of information to the Designated Data Body (Condition F4) or to the OfS, or an external provider nominated by the OfS (Condition F3).

“Specified Manner” means the Specified Information must:

² “Designated Data Body” currently refers to the Higher Education Statistics Agency (HESA). HESA has announced that it is exploring a merger with Jisc. If HESA were to merge with Jisc, it would no longer be eligible to be the designated body as, in the longer term, HESA as a distinct body would no longer exist. The OfS invited expressions of interest in becoming the Designated Data Body on 16 February 2022. The OfS received a single expression of interest, from Jisc and has consulted on the suitability of Jisc to be designated (<https://www.officeforstudents.org.uk/publications/consultation-on-the-suitability-of-jisc-as-the-designated-data-body/>). If another body is designated, “Designated Data Body” will refer to that new designated body from the date it is designated.

- i. Be provided to the Designated Data Body via its data collection system; the OfS via the OfS Portal or an external provider nominated by the OfS using its specified systems for each data return requirement.
- ii. Comply fully with guidance issued by the Designated Data Body, the OfS or an external provider nominated by the OfS for each data return requirement.
- iii. Adhere fully to the Relevant Code of Practice for higher education data.
- iv. Be signed off by the specified provider contact given in the specified data collection guidance.

“Specified Time” means the relevant date as set out in the relevant guidance (as specified in Schedule 1 and Schedule 2) for each collection by the Designated Data Body, the OfS or an external provider nominated by the OfS.

“The Relevant Code of Practice” means the code of practice published by the Designated Data Body which outlines the principles that apply to all data preparation and collection by higher education providers³.

Signed on behalf of the OfS and authorised for that purpose:



David Smy
Director of Monitoring and Intervention

Date: 27 July 2022

³ “The Relevant Code of Practice” currently refers to the Supply Side Code of Practice published on the HESA website. Should another body be designated, “The Relevant Code of Practice” will refer to the code of practice published by that new designated body.

Schedule 1: Data returns for providers registered in the Approved (fee cap) category

1. The table below sets out the data returns that providers registered in the Approved (fee cap) category are required to submit. There are different requirements for further education and sixth form colleges: these are shown in column 4 of the table below.
2. If your provider has changed registration category during or before the 2021-22 academic year, you are required to submit data returns applicable to the new registration category.
3. The collection organisation (as listed in the table below) will issue detailed guidance on the time, format and coverage of the individual data returns.
4. Some data returns have interim dates before the final deadline, for example for data verification processes, and you are required to meet all applicable deadlines.
5. If you do not have any reportable activity within the coverage of a return, you are required to make a nil return. For example, a new provider might not have any qualifying students within the coverage of the Graduate Outcomes return. Deadlines for nil returns may not match final sign-off deadlines, and you should refer to detailed guidance from the collection organisation for further information.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
Unistats (2022-23)	DDB	A provider will need to submit information about courses that it will offer to its students. This helps prospective higher education students to make decisions about what and where to study. Further information: https://www.hesa.ac.uk/collection/c22061	✓ All providers	Accountable officer	16 August 2022 or two calendar months after the date of the provider's registration (whichever is later)

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
Student record ^{4, 5} (2021-22)	DDB	A provider will need to submit details of individual students and the courses they are studying. The data collected underpins the OfS's regulatory approach. Further information: https://www.hesa.ac.uk/collection/c21051	✓ All excluding further education and sixth form colleges	Accountable officer	7 November 2022
Student Alternative record ^{4,5} (2021-22)	DDB	A provider will need to submit details of individual students and the courses they are studying. The data collected underpins the OfS's regulatory approach. Further information: https://www.hesa.ac.uk/collection/c21054	✓ All excluding further education and sixth form colleges	Accountable officer	7 November 2022
Medical and Dental	OfS	A provider with a medical or dental school will need to submit data relating to the intake of medical and dental students. Only providers with a medical or dental school will be asked to	✓	Accountable officer	9 November 2022

⁴ Providers that returned a HESA student return in 2017-18 are required to continue to make a student return to the DDB. Providers that have not previously made a HESA student return, or have previously made a HESA student alternative return, may choose to make either of these.

⁵ Please note that the Data Futures data model will be implemented as planned in 2022-23, with the year-end collection of student data signed off by providers in autumn 2023 submitted on the basis of the new data model.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
Students survey 2022		<p>submit this return; a nil return will not be required from other providers.</p> <p>The data is used to monitor medical and dental recruitment targets.</p> <p>Guidance on submission requirements will be published on the OfS website in the autumn.</p>	All with a medical or dental school		
Aggregate offshore record (2021-22)	DDB	<p>A provider will need to submit information about the number of students studying overseas who are either registered with it or studying towards its awards.</p> <p>The data is used to understand the nature and extent of providers' offshore activity and for general monitoring purposes.</p> <p>Further information: https://www.hesa.ac.uk/collection/c21052</p>	<p>✓</p> <p>All excluding further education and sixth form colleges</p>	Accountable officer	11 November 2022
Graduate Outcomes Survey (2021-22)	DDB	<p>A provider will need to engage with the Graduate Outcomes survey, including submitting and approving contact details for students who have completed their studies when necessary, who will then be surveyed by the DDB. For further education and sixth form</p>	<p>✓</p> <p>All providers</p>	Once the Student or Student Alternative record has been signed off by the accountable officer, then the	11 November 2022 (Cohort A – for providers who have completed the Student or Student Alternative record)

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
		<p>colleges, initial contact details will be sourced from the ILR but will still need checking.</p> <p>The graduate outcomes survey is used to understand student progression and outcomes including to inform student choice.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>		<p>ability to approve these contact details will become available on the system. The provider will need to approve these contact details by pressing the approval button on the system.</p>	<p>12 December 2022 (Cohort A – for further education and sixth form colleges)</p> <p>17 February 2023 (Cohort B)</p> <p>19 May 2023 (Cohort C)</p> <p>18 August 2023 (Cohort D)</p>
Staff record (2021-22)	DDB	<p>A provider will need to submit demographic and contract information for academic staff it employs and its governors.</p> <p>The data is primarily required by UK Research and Innovation (UKRI) and the Department for Education, to understand the makeup of the academic and research workforce.</p> <p>Further information: https://www.hesa.ac.uk/collection/c21025</p>	<p>✓</p> <p>All excluding further education and sixth form colleges</p>	Accountable officer	15 November 2022
Annual fee limits	OfS	A provider will need to submit information on the maximum fees that it wishes to charge	✓	Accountable officer	17 November 2022

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
		<p>'qualifying persons' in connection with each 'qualifying course' provided in 2023-24.</p> <p>The data is used to fulfil the duty in section 11 of HERA.</p> <p>Guidance on submission requirements will be published on the OfS website in the autumn.</p>	<p>Providers intending to charge fees above the basic fee level for 2023-24</p>		
National Student Survey 2023	Contractor	<p>A provider will need to submit contact details for students who are on the target list. The data will be collected by contractors working on behalf of the OfS and other stakeholders.</p> <p>NSS data is used to inform student choice, as part of the Teaching Excellence and Student Outcomes Framework, and for general monitoring purposes.</p> <p>Further information: https://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/</p>	<p>✓ All providers</p>	Not applicable	25 November 2022
Prevent accountability and data return	OfS	<p>A provider will need to submit a set of declarations confirming that it has continued to show due regard to the Prevent duty.</p>	<p>✓ All providers that have received both</p>	Governing body or an individual who has received delegated	1 December 2022

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
		<p>It will also need to submit data on key areas of the Prevent duty: Welfare, events and external speakers, and training.</p> <p>These are used to provide assurance that providers continue to demonstrate due regard to the Prevent duty.</p>	<p>a detailed assessment outcome and Prevent review meeting outcome by 1 August 2022. Excluding further education and sixth form colleges</p>	<p>authority from the governing body</p>	
<p>Higher Education Students Early Statistics survey 2022-23</p>	<p>OfS</p>	<p>A provider will need to submit data on the number of higher education students studying in the 2022-23 academic year.</p> <p>The data is used to inform funding allocations.</p> <p>Updated guidance on submission requirements will be published on the OfS website in the autumn.</p>	<p>✓ All providers</p>	<p>Accountable officer</p>	<p>30 January 2023</p>
<p>TRAC 2021-22</p>	<p>OfS</p>	<p>A provider will need to submit a TRAC return that has been reviewed and approved as set out in guidance.</p>	<p>✓ Only providers that submitted</p>	<p>Accountable officer</p>	<p>31 January 2023</p>

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
		<p>The data is used to understand the application of costs across activity, including cross subsidies in higher education. They are also used by UKRI and other public funders for funding purposes.</p> <p>(Note - as last year, providers will not be required to submit a TRAC(T) return for the 2021-22 year.)</p>	<p>a TRAC return in 2020-21</p>		
<p>Higher Education – Business and Community Interaction survey (2021-22)</p>	<p>DDB</p>	<p>A provider will need to submit details of the volume and direction of interactions between the provider, business and the wider community.</p> <p>The data is used by UKRI to allocate Higher Education Innovation Fund funding and to generate metrics for the Knowledge Exchange Framework.</p> <p>Further information: https://www.hesa.ac.uk/collection/c21032</p>	<p>✓ All excluding further education and sixth form colleges</p>	<p>Accountable officer</p>	<p>1 February 2023</p>
<p>Capital monitoring (2022-23)</p>	<p>OfS</p>	<p>A provider that received a formula teaching capital allocation in financial year 2022-23, or received capital funding during financial year 2022-23 as part of the bidding exercise for financial years 2022-23 to 2024-25, will need to</p>	<p>✓ All providers</p>	<p>Accountable officer</p>	<p>17 April 2023</p>

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
		<p>submit a short report providing assurance over how the funding has been spent.</p> <p>This is used to provide assurance that the funding has been used for the purposes given, and evidence of the impact of the capital grant at individual providers.</p> <p>Further information will be published in spring 2023.</p>			
Monitoring of funding to support Ukrainian students	OfS	<p>A provider that received an allocation of funding to support Ukrainian students during the 2022-23 financial year will need to complete a short monitoring exercise to confirm that the funding has been distributed to eligible students in compliance with the Terms and Conditions attached to its use. The monitoring return will also allow the OfS to reclaim any undistributed funding.</p> <p>Further information: https://www.officeforstudents.org.uk/publications/distribution-of-funding-to-support-ukrainian-students/</p>	<p>✓</p> <p>All providers in receipt of funding</p>	Accountable officer	17 April 2023

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved (fee cap) category	5 Sign-off required by	6 Sign-off deadline
Provider profile (2022-23)	DDB	<p>A provider will need to submit information about the location of its campuses and its internal organisation. This data allows the OfS and others to understand the geographic distribution of higher education.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>	<p>✓</p> <p>All excluding further education and sixth form colleges</p>	Accountable officer	21 June 2023
ILR	ESFA	<p>A provider will need to submit details of individual students and the courses they are studying.</p> <p>The data collected underpins the OfS's regulatory approach.</p> <p>Further information: https://www.gov.uk/government/collections/individualised-learner-record-ilr.</p>	<p>✓</p> <p>Further education and sixth form colleges only</p>	Aligned with ESFA requirements	Aligned with ESFA deadline

Schedule 2: Data returns for providers registered in the Approved category

6. The table below sets out the data returns that providers registered in the Approved category are required to submit. There are different requirements for further education and sixth form colleges: these are shown in column 4 of the table below.
7. If your provider has changed registration category during or before the 2021-22 academic year, you are required to submit data returns applicable to the new registration category.
8. The collection organisation (as listed in the table below) will issue detailed guidance on the time, format and coverage of the individual data returns.
9. Some data returns have interim dates before the final deadline, for example for data verification processes, and you are required to meet all applicable deadlines.
10. If you do not have any reportable activity within the coverage of a return, you are required to make a nil return. For example, a new provider might not have any qualifying students within the coverage of the Graduate Outcomes return. Deadlines for nil returns may not match final sign-off deadlines, and you should refer to detailed guidance from the collection organisation for further information.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved category	6 Sign-off required by	7 Sign-off deadline
Unistats (2022-23)	DDB	A provider will need to submit information about courses that it will offer to its students. This helps prospective higher education students to make decisions about what and where to study. Further information: https://www.hesa.ac.uk/collection/c22061	✓ All providers	Accountable officer	16 August 2022 or two calendar months after the date of the provider's registration (whichever is later)

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved category	6 Sign-off required by	7 Sign-off deadline
Student record ^{6, 7} (2021-22)	DDB	A provider will need to submit details of individual students and the courses they are studying. The data collected underpins the OfS's regulatory approach. Further information: https://www.hesa.ac.uk/collection/c21051	✓ All excluding further education and sixth form colleges	Accountable officer	7 November 2022
Student Alternative record ^{6, 7} (2021-22)	DDB	A provider will need to submit details of individual students and the courses they are studying. The data collected underpins the OfS's regulatory approach. Further information: https://www.hesa.ac.uk/collection/c21054	✓ All excluding further education and sixth form colleges	Accountable officer	7 November 2022
Aggregate offshore record (2021-22)	DDB	A provider will need to submit information about the number of students studying overseas who are either registered with it or studying towards its awards.	✓ All excluding further education and	Accountable officer	11 November 2022

⁶ Providers that returned a HESA student record return in 2017-18 are required to make a student record return to the DDB. Providers that have not previously made a HESA student return, or have previously made a HESA student alternative return, may choose to provide either a student record return or a student alternative record return.

⁷ Please note that the Data Futures data model will be implemented as planned in 2022-23, with the year-end collection of student data signed off by providers in autumn 2023 submitted on the basis of the new data model.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved category	6 Sign-off required by	7 Sign-off deadline
		<p>The data is used to understand the nature and extent of providers' offshore activity and for general monitoring purposes.</p> <p>Further information: https://www.hesa.ac.uk/collection/c21052</p>	sixth form colleges		
Graduate Outcomes Survey (2021-22)	DDB	<p>A provider will need to engage with the Graduate Outcomes survey, including submitting and approving contact details for students who have completed their studies when necessary, who will then be surveyed by the DDB. For further education and sixth form colleges, initial contact details will be sourced from the ILR but will still need checking.</p> <p>The graduate outcomes survey is used to understand student progression and outcomes including to inform student choice.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>	<p>✓ All providers</p>	<p>Once the Student or Student Alternative record has been signed off by the accountable officer, then the ability to approve these contact details will become available on the system. The provider will need to approve these contact details by pressing the approval button on the system.</p>	<p>11 November 2022 (Cohort A – for providers who have completed the Student or Student Alternative record)</p> <p>12 December 2022 (Cohort A – for further education and sixth form colleges)</p> <p>17 February 2023 (Cohort B)</p> <p>19 May 2023 (Cohort C)</p> <p>18 August 2023 (Cohort D)</p>

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved category	6 Sign-off required by	7 Sign-off deadline
National Student Survey 2023	Contractor	<p>A provider will need to submit contact details for students who are on the target list. The data will be collected by contractors working on behalf of the OfS and other stakeholders.</p> <p>NSS data is used to inform student choice, as part of the Teaching Excellence and Student Outcomes Framework, and for general monitoring purposes.</p> <p>Further information: https://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/</p>	<p>✓</p> <p>All providers</p>	Not applicable	25 November 2022
Prevent accountability and data return	OfS	<p>A provider will need to submit a set of declarations confirming that it has continued to show due regard to the Prevent duty.</p> <p>It will also need to submit data on key areas of the Prevent duty: Welfare, events and external speakers, and training.</p> <p>These are used to provide assurance that providers continue to demonstrate due regard to the Prevent duty.</p>	<p>✓</p> <p>All providers that have received both a detailed assessment outcome and Prevent review meeting outcome by 1 August 2022.</p>	Governing body or an individual who has received delegated authority from the governing body	1 December 2022

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required for Approved category	6 Sign-off required by	7 Sign-off deadline
			Excluding further education and sixth form colleges		
Provider profile (2022-23)	DDB	<p>A provider will need to submit information about the location of its campuses and its internal organisation. This data allows the OfS and others to understand the geographic distribution of higher education.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>	<p>✓</p> <p>All excluding further education and sixth form colleges</p>	Accountable officer	21 June 2023
ILR	ESFA	<p>A provider will need to submit details of individual students and the courses they are studying.</p> <p>The data collected underpins the OfS's regulatory approach.</p> <p>Further information: https://www.gov.uk/government/collections/individualised-learner-record-ilr.</p>	<p>✓</p> <p>Further education and sixth form colleges only</p>	Aligned with ESFA requirements	Aligned with ESFA deadline