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10 July 2025

Dear

Deadlines and requirements for 2025-26 data returns

I'm writing to set out deadlines for the routine data returns we are asking you to submit during the 2025-26 academic year (1 August 2025 – 31 July 2026).

Schedule 1 of Annex A includes a notice that sets out our detailed requirements and deadlines for these returns.

We wrote to you separately in June to explain the requirements of your Annual Financial Return 2025,¹ including the deadline dates for your provider to submit that return. Those requirements remain in place.

Please contact Jamie Black 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

David Smy
Deputy Director of Enabling Regulation

¹ See OfS, www.officeforstudents.org.uk/publications/deadlines-and-requirements-for-annual-financial-return-2025/.

Annex A: Information requirements

To: The governing body, Account name (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 Jisc, the designated body as defined in section 66 of HERA.

“Specified Information” means the Notice (Schedule 1), 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:

- i. In respect of the Collection organisation at each row of the table at paragraph 6 of Schedule 1 of this Notice, 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. In respect of the Collection organisation at each row of the table at paragraph 6 of Schedule 1 of this Notice, 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. In respect of sign-off required by at each row of the table at paragraph 6 of Schedule 1 of this Notice, be signed off by the specified contact listed in each row at column 5 of the table.

“Specified Time” means the deadline for provision of each collection to the Designated Data Body, the OfS or an external provider nominated by the OfS as set out in the column ‘Sign-off deadline’ of each row of the table at paragraph 6 of Schedule 1 of this Notice.

“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 providers.²

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

David Smy
Deputy Director of Enabling Regulation

Date: 10 July 2025

² “The Relevant Code of Practice” currently refers to the Supply Side Code of Practice published on the HESA website, managed by Jisc: <https://www.hesa.ac.uk/innovation/data-landscape/Codes-of-practice/Supply-side>.

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 2025-26 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. The reasons for collecting data listed are not exhaustive and the OfS reserves the right to use information collected for any relevant function, including as set out in the Higher Education and Research Act 2017 (HERA).
6. 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 from	5 Sign-off required by	6 Sign-off deadline
Discover Uni record (2025-26)	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/c25061/	All providers	Accountable officer	22 August 2025

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Student record (2024-25)	DDB	<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.hesa.ac.uk/collection/23056 </p>	All providers excluding further education and sixth form colleges	Accountable officer	5 November 2025
Medical and Dental Students survey 2025	OfS	<p>A provider with eligible medicine or dentistry courses will need to submit data relating to the intake of medical and dental students. Only providers with eligible medicine or dentistry courses will be asked to 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 and to inform funding allocations.</p> <p>Guidance on submission requirements will be published on the OfS website in the autumn.</p>	All providers with eligible medicine or dentistry courses	Accountable officer	10 November 2025
Annual fee information	OfS	<p>A provider will need to submit information on the maximum fees that it wishes to charge 'qualifying persons' in connection with each 'qualifying course' provided in 2026-27.</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>	Providers intending to charge fees above the basic fee level for 2026-27	Accountable officer	12 November 2025

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Graduate Outcomes survey (2024-25)	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, who will then be surveyed by the DDB. For further education and sixth form colleges, initial contact details will be sourced from the Individualised Learner Record (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/innovation/outcomes/providers </p>	All providers	Once the Student record has been signed off by the accountable officer, 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>14 November 2025 (Cohort A – for providers that have completed the Student record)</p> <p>12 December 2025 (Cohort A – for further education and sixth form colleges)</p> <p>13 February 2026 (Cohort B)</p> <p>15 May 2026 (Cohort C)</p> <p>14 August 2026 (Cohort D)</p>

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Staff record (2024-25)	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 used by the OfS and 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/c24025/ </p>	All providers excluding further education and sixth form colleges	Accountable officer	18 November 2025
Aggregate offshore record (2024-25)	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/c24052/ </p>	All providers excluding further education and sixth form colleges	Accountable officer	25 November 2025
National Student Survey (NSS) 2026	Contractor	<p>A provider will need to:</p> <ol style="list-style-type: none"> Populate its NSS 2026 sample templates with contact details for all students on its target list. Review and update its NSS provider contact details. Submit its 'My survey options' form. 	All providers	Not applicable	28 November 2025

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		<p>Instructions on how to supply this information will be included in the NSS 2026 set-up guide. This will be issued in late October 2025 by the contractor working on behalf of the OfS and the UK funding and regulatory bodies. Providers that are new to the NSS will also be issued additional advice and guidance by the contractor to help them complete their NSS actions.</p> <p>The NSS is used to improve the student experience and inform student choice. It is a key component of the quality and regulatory landscape in UK higher education and is used to support public accountability.</p> <p>Further information: www.officeforstudents.org.uk/for-providers/student-choice-and-flexible-learning/national-student-survey-nss/</p>			
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>	All providers that have received both a detailed assessment outcome and Prevent review meeting outcome by 1 August 2025.	Governing body or an individual who has received delegated authority from the governing body	1 December 2025

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
			Excluding further education and sixth form colleges		
TRAC 2024-25	OfS	<p>A provider will need to submit a Transparent Approach to Costing (TRAC) return that has been reviewed and approved as set out in guidance.</p> <p>The data is used to understand the application of costs across activity, including cross subsidies in higher education. It is also used by UKRI and other public funders for funding purposes.</p> <p>Further information: www.trac.ac.uk/tracguidance/</p>	Only providers that were required to submit a TRAC return for 2023-24	Accountable officer	30 January 2026
Higher Education Students Early Statistics survey 2025-26 (HESES25)	OfS	<p>A provider will need to submit data on the number of higher education students studying in the 2025-26 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>	All providers	Accountable officer	30 January 2026
Annual capital funding monitoring 2025-26 (1 April 2025 to 31 March 2026)	OfS	This process is used to provide assurance that capital funding has been spent in line with OfS terms and conditions of funding, and to evidence the impact of capital grants at individual providers.	All providers in receipt of OfS project capital funding in financial year 2025-26.	Accountable officer	14 April 2026

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		<p>Further information about the annual reporting will be published in spring 2026. The format used will be similar to previous years and will be familiar to providers.</p> <p>If the monitoring information is not submitted by the deadline, the OfS will seek to reclaim the capital funding provided during the year.</p>	All providers in receipt of OfS formula capital allocation in financial year 2025-26.		
Provider profile (2025-26)	DDB	<p>A provider will need to submit information about the location of its campuses and its internal organisation.</p> <p>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>	All providers excluding further education and sixth form colleges	Accountable officer	24 June 2026
Individualised Learner Record (ILR) (2024-25)	Department for Education (DfE)	<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://guidance.submit-learner-data.service.gov.uk/#tab2024-to-2025</p>	Further education and sixth form colleges only	Aligned with DfE requirements	Aligned with DfE deadline