

Annex N

Links between the ISR23 and HEIFES01 data

1. It is not possible to derive HEIFES data precisely from the LSC ISR. We will use the July 2002 ISR23 to monitor data returned on HEIFES01. The mapping in this annex is for information only, and details the methods we will adopt when comparing HEIFES01 data with the ISR23 data supplied to the LSC. If we discover large significant discrepancies, and colleges are unable to explain these differences, we may make retrospective adjustments to funding.

Selection of records

2. Our initial selection of records from the July 2002 ISR23 will be based on all students who have a recognised HE qualification aim as identified from the LSC Qualification Database. This is shown in more detail in the table in paragraph 19.

The HEIFES01 student population

3. The following students will be excluded from the HEIFES01 population:

Specifically excluded	HQ08 = 99 or HQ09 = 99 or HQ10 = 9
Students not actively pursuing studies	Q18 < 1/8/01 or Q16 > 31/7/02

Students not generating countable years

Students on the first year of study of a non-standard academic year	Q16 > 31/7/01 and HQ07 = 2, 3
Withdrawals before 1 November – standard academic years	Q18 < 2/11/01 and HQ10 = 2 and HQ07 = 1
Withdrawals before 1 November – non-standard academic years	Q18 < 2/11/01 and Q18 < anniversary of Q16 and HQ10 = 2 and SHE09 = 2, 3, 4, 5
Low FTE	HQ11 < 3

Classification of students

4. The mode of study will be determined by:

Full-time and sandwich	HQ08 = 01
Sandwich year-out	HQ08 = 02
Part-time	HQ08 = 03

5. The level of study will be determined by:

Undergraduate	HQ09 = 10, 11
Postgraduate	HQ09 = 20, 21, 30, 31

6. Undergraduates who are aiming for qualifications below degree level will be identified using the Qualification Database (see the mapping in paragraph 19).

7. Students will be classified as on a long year of programme of study if HQ09 = 11, 21, 31.

8. Fundability and residential status will be determined by:

HEFCE-funded	Q10 = 2
Independently-funded	Q10 = 5
Island and overseas	Q10 ≠ 2, 5 and S07 ≠ EC country
Non-fundable	Any not included above

9. Students will be allocated to price groups based on information contained in the fields superclass1, superclass2 and superclass3 on the Qualification Database. Each superclass field will be mapped to a price group according to the mapping in Annex H. The student will be split between price groups using the proportions given in fields HQ27, HQ28 and HQ29. ITT (QTS) and INSET (QTS) students will be identified by Q10 = 9 and Q11 = 025.

Allocation to columns

10. Students will be treated as being on standard years of programme of study where HQ07 = 1. All other students will be treated as being on non-standard years of programme of study.

11. Students on standard years of programme of study will be counted on Q16 and its anniversary.

12. Students on non-standard years of programme of study will be counted on 1 August each year except where HQ07 = 2, 3 and Q16 > 31/7/01. Students will additionally be counted on the anniversary of Q16 where HQ07 = 2, 5 and Q18 > 31/7/01 and Q18 > anniversary of Q16 in the 2001-02 academic year.

13. Students are assigned to Column 2 if:

- a. Standard academic year: Q16 > 1/11/01 and Q18 < 1/8/02, or
- b. Non-standard academic year: HQ07 = 2, 5 and Q18 < 1/8/02 and Q18 > 31/7/01 and Q18 > anniversary of Q16 in the 2001-02 academic year.

14. Students will be classified as a non-completion where HQ10 = 2. Where this is the case, students will be included in Column 3 if HQ07= 1 and Q18 > 1/11/01, or if HQ07= 2, 3, 4, 5 and Q18 < anniversary of Q16 in the 2001-02 academic year.

15. Student FTE, recorded in Column 4a of Table 3, will be taken as HQ11. Where HQ07 = 2, 5 and Q18 > 31/7/01, the load will be taken as HQ11 plus the arithmetic mean of HQ11 for students on the same qualification type and mode with HQ11 = 3 in the current year.

16. For standard academic years, students will be classified as new entrants if HQ12 = 1. For non-standard academic years, students will be classified as new entrants where HQ12 = 2.

17. Franchised-out students will be identified by:

Franchised-out to an FEC	Q13 = 01, 29, 81
Franchised-out to an HEI	Q13 = 02
Franchised-out to other institution	Q13 = 03, 21, 22, 23, 24, 25, 26, 27, 28

Home and EC fee information

18. The fee level will be determined by:

£1,075	HQ13 = 01
£530	HQ13 = 02
£0	ERASMUS/SOCRATES students are identified using Q11 or Q12 = 017 and HQ13 = 51, 99
NHS bursaried courses	HQ14 = 31, 81 and superclass1 = PB, PF, PH, PJ
Non-regulated	All other students

Recognised courses of HE

19. The Qualification Database will be used to identify students on recognised courses of HE. The following table gives a mapping from the Qualification Database to the courses listed in Annex D.

Identification of qualifications via the Qualification Database application			Identification of qualifications using the underlying data in the Qualification Database located in the file <i>qualif.dbf*</i>		
Qualification	England specific level	Awarding bodies	qual_type	eng_level	award_bod1 or award_bod2
<u>First degree:</u> BA, BEng, BMus, BSc, First degree, BPhil, LLB, BPA, BEd	Higher	N/A	9000, 9107, 0394, 9002, E007, 1406, 1407, 1408, 1409	H	N/A
<u>Higher degree:</u> MHort, MA, MBA, MMus, MSc, Higher degree, PhD, Med, DCLin	Higher	N/A	9100, 2001, 9109, 0393, 9101, E008, 1411, 1410, 1412	H	N/A
<u>DipHE:</u> Diploma Diploma of Higher Education (DipHE)	Higher Higher	N/A N/A	0006 9112	H H	N/A N/A
<u>PGCE:</u> PGCE	Higher	N/A	9103	H	N/A
<u>HND:</u> HND	Higher	The EdExcel Foundation, Scottish Qualifications Authority	0032	H	EDEXCEL SQA
<u>HNC:</u> HNC	Higher	The EdExcel Foundation, Scottish Qualifications Authority	0031	H	EDEXCEL SQA
<u>CertEd:</u>					

Teacher Certificate	Higher	N/A	0043	H	N/A
Certificate of Education (CertEd)	Higher	N/A	9111	H	N/A
<u>Foundation degree:</u>					
Foundation degree	Higher	N/A	9110	H	N/A
Institutional Undergraduate Credits	Higher	N/A	9113	H	N/A
Recognised HE courses not listed above	Higher	N/A	N/A	H	N/A

N/A = not applicable

* The underlying data referred to in the above table can be found in the file qualif.dbf, which is usually located in the directory called 'QDBxxx' once the Qualification Database is loaded and where xxx denotes the version of the Qualification Database.

Annex O

Validation checks

1. A number of validation checks are built into the disk-based Excel workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table and the value(s) in the cell(s) causing the error(s) will turn red.

Tables 1, 2 and 3

2. For each column, the total for each level – excluding students in the ITT (QTS) and INSET (QTS) price groups – must be a whole number (except for Column 4a on Table 3).
3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).
4. For all cells except cells in Column 3, the value ≥ 0 .
5. For all cells, Column 3 ≤ 0 .
6. For each row, Column 5 \leq Columns 1 + 2.
7. For each row, Column 6 \leq Column 1 ((a) + (b)) + Column 2 ((a) +(b)).
8. For Table 3 only – for each row, Column 4a \leq Column 4.
9. For Table 3 only – for each row, Column 4a \div Column 4 ≥ 0.03 .
10. For all cells, the value entered must be to no more than three decimal places.

Table 4

11. For each cell, the value entered must be a whole number.
12. For each level, excluding the ITT (QTS) price group, the total should equal the total in Tables 1, 2 or 3 as follows:

Table 4		Table 1
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)

		Table 2
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)

Column 2 (b)(ii) = Column 2 (c)

Table 3

Column 1 (c)(i) = Column 1 (a) + (b)

Column 1 (c)(ii) = Column 1 (c)

Column 2 (c)(i) = Column 2 (a) + (b)

Column 2 (c)(ii) = Column 2 (c)

13. For each level, for the ITT (QTS) price group, the total should equal the total in Tables 1 or 3 as follows:

Table 4

Table 1

Column 1 (a)(ii) = Column 1 (c)

Column 2 (a)(ii) = Column 2 (c)

Table 3

Column 1 (c)(ii) = Column 1 (c)

Column 2 (c)(ii) = Column 2 (c)

Table 5

14. For each column, the total for each qualification aim (excluding the INSET (QTS) price group) must be a whole number.

15. For each column, the cells in the INSET (QTS) price group must contain whole numbers.

16. For each column and level, the total returned against foundation degree bridging course, for home and EC students only, should be equal to the total returned against foundation degree bridging course on Table 4 as follows:

Table 5

Table 4

Column 1(a) (i)+(ii) = Column 1(a) (i)

Column 1(a) (iii) = Column 1(a) (ii)

Column 1(b) (i)+(ii) = Column 1(b) (i)

Column 1(b) (iii) = Column 1(b) (ii)

Column 1(c) (i)+(ii) = Column 1(c) (i)

Column 1(c) (iii) = Column 1(c) (ii)

Column 2(a) (i)+(ii) = Column 2(a) (i)

Column 2(a) (iii) = Column 2(a) (ii)

Column 2(b) (i)+(ii) = Column 2(b) (i)

Column 2(b) (iii) = Column 2(b) (ii)

Column 2(c) (i)+(ii) = Column 2(c) (i)

Column 2(c) (iii) = Column 2(c) (ii)

17. For all cells, the value ≥ 0 .

18. For each column and price group, the total should be less than or equal to the total for undergraduate level (standard length + long length) in Tables 1, 2 or 3 as follows:

Table 5		Table 1	
Column 1(a) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)	
Column 2(a) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)	
		Table 2	
Column 1(b) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)	
Column 2(b) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)	
		Table 3	
Column 1(c) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)	
Column 2(c) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)	

19. For all cells, the value entered must be to no more than three decimal places.

Table 6

20. For each column and level, the total must be a whole number.

21. For all cells, the value ≥ 0 .

22. For each column, level and price group, the total should be less than or equal to the total by level (standard length + long length) and price group in Table 3 as follows:

Table 6		Table 3	
Column 1 – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)	
Column 2 – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)	

23. For all cells, the value entered must be to no more than three decimal places.

Annex P

Workbook notes

1. We will send a computer disk with spreadsheet versions of the tables in Annex Q to colleges at the beginning of November 2001. We will virus-check disks before dispatch.
2. On the disk will be an Excel workbook saved in Excel 97 called HEI____.xls, where the suffix identifies the college. The workbook will contain six worksheets for completion, each with the same suffix as the workbook. These are as follows:

Name of worksheet	HEIFES01 tables
FTS____	Full-time and sandwich data. Table 1.
OUT____	Sandwich year-out data. Table 2.
PT____	Part-time data. Table 3.
FEE____	Home and EC fees data. Table 4.
SUB____	Data on foundation degrees and qualifications below degree level. Table 5.
GA____	Data on Graduate Apprenticeships. Table 6.

3. We do not expect that all colleges will have data to return in all tables. If colleges have no data in a particular table, then the table should be left blank (as on the original disk). Do not delete any tables or worksheets.
4. Below is an example of how the worksheets are laid out in the workbook. Each table is contained in a separate worksheet which is accessed by clicking on the tab at the bottom of the screen. The name of the worksheet is displayed on the tab.

The screenshot shows a Microsoft Excel 97 window with a worksheet containing a table. The table has columns for 'Long' and 'UG' (under 'U') and rows for 'PG' and 'Total'. The 'All price groups' row is highlighted. Below the table, the worksheet tabs are visible, labeled 'FTS', 'OUT', 'PT', 'FEE', 'SUB', and 'GA'. A callout box points to these tabs with the instruction: 'Click on these tabs to open the worksheet containing the table you want to fill in'.

43		Long	U							
44			PG		0	0			0	0
45	All price groups		UG		0	0			0	0
46			PG		0	0			0	0
47		Long	UG		0	0			0	0
48			PG		0	0			0	0
49			Total		0	0			0	0
50										
51										
52										
53										
54										
55										
56										
57										
58										
59										

Click on these tabs to open the worksheet containing the table you want to fill in

5. If the disk is corrupt or unreadable please contact Bridget Josselyn (tel 0117 931 7005, e-mail heifes@hefce.ac.uk) for assistance. Colleges are advised to make a back-up copy of the blank file before editing.

6. The HEIFES01 workbook contains a greater number of validation checks and comparison tables than in previous years. Therefore to ensure that the workbook is saved to the disk, which is of a limited size, please **move**, rather than copy, the workbook from the disk to complete it. Then when it is complete, copy the workbook back onto the disk. If the workbook is not moved before completion of the tables it will not be possible to save the final version back on to the disk.

7. All labels and table formats will be protected. Colleges must not attempt to alter the format of the worksheets by adding or deleting columns or rows. Only cells where data are required should be altered. Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved.

8. The following cells contain formulae:

- column totals on all tables
- totals by level on Tables 1, 2, 3 and 4
- totals by qualification aim on Table 5
- Column 4 on Tables 1, 2 and 3.

These cells are protected and must not be edited.

9. Each worksheet contains a number of validation checks; these are listed in Annex O. Colleges should ensure that their data pass all validation checks before returning them.

10. All worksheets returned should have the same name and format as those originally supplied. All worksheets in the workbook on the original disk should be returned even if they contain no data.

11. Disks should be virus-checked before being returned to us. Colleges should take a back-up copy before returning the disk, in case data are corrupted in transit.

12. We will confirm receipt of any e-mail submissions.

Annex Q
Sample tables (Excel files)

Annex R

HEIFES01 fundamentals

1. This annex is a summary of the HEIFES guidance and should be used in conjunction with the other annexes.

Which students are in the HEIFES population?

2. A definition of the HEIFES population is in Annex C. The population includes students who meet all of the following criteria:

- a. They are actively pursuing studies with the college for at least part of the academic year 2001-02. This includes outgoing exchange students.
- b. They are studying towards a recognised HE qualification aim.
- c. They have an individual record returned on the LSC ISR.
- d. They are not being returned on any other institution's HEIFES or HESES return for that year of programme of study.

3. Students spending most of their time for the whole course outside the UK should not generally be included in the population.

Are they countable on this year's HEIFES?

4. A student within the HEIFES01 student population must meet the following criteria to be counted:

- a. A tuition fee is charged (the fee may be waived).
- b. The FTE for the year of programme of study is at least 0.03.
- c. The student is not writing up for the whole of the year.

5. Students on standard academic years are counted at the start of each year of programme of study. Students on non-standard academic years are counted on 1 August of each academic year in which they have activity except the first. See Annex E.

What is their fundability status?

6. Home and EC students are counted as HEFCE-fundable if they are on a recognised course of HE, the course is open to any suitably qualified candidate, and the course is not being supported by any other EC public source. Students not eligible for HEFCE funds include: ITT (QTS) students; INSET students who hold QTS; students funded by the Department of Health; and students franchised-out to institutions other than HEIs and FECs (unless approved by HEFCE).

7. Where a course attracts funds from another EC public source and the fee plus the income from the public source is insufficient to cover the HEFCE standard resource, then a proportion of the students on the course can be returned as HEFCE-fundable, the rest as non-fundable. Examples of such funding are ESF funding, funding from the New Deal, Modern Apprenticeships and the NHS. There are examples in Annex G and there is an Excel

template on the HEFCE web-site, under 'Learning & teaching', 'Data collection', then 'HEIFES FAQs', which can be used to calculate how many students on such courses are HEFCE-fundable.

8. Independently-funded students are HEFCE-fundable students for whom the college receives sufficient non-public funding to cover the HEFCE standard resource. We would not expect to see many independently-funded students returned on HEIFES.

9. Island and overseas students are students usually resident in the Channel Islands, Isle of Man or outside the EC.

Is the qualification aim a recognised HE qualification?

10. Recognised HE qualifications comprise HNCs, HNDs, DipHEs, first degrees (including foundation degrees), foundation degree bridging courses, higher degrees, PGCEs and CertEds, where they are awarded by a recognised body. Not included are professional qualifications such as Certificates in Higher Education and Certificates of Management, NVQs and free-standing foundation years. See Annex D.

What is considered a non-completion?

11. Non-completions are students who do not attend the final exam or assessment for the year of programme of study (not for the whole course). Academic failures are not necessarily counted as non-completions. See Annex E, paragraphs 15 to 17.

How are students classified into mode?

12. Students are classified into either full-time and sandwich, sandwich year-out or part-time according to the definitions in Annex I. Students following the same course with the same pattern of activity should generally be returned with the same mode.

- Full-time and sandwich students will usually be on a course where they are required to attend for at least 24 weeks, 21 hours a week for the year of programme of study, and a full-time fee is chargeable for the course (even if it is waived).
- Sandwich year-out students are those on sandwich courses as defined in Regulation 5 of the Education (Student Support) Regulations 2001 (SI 2001 No. 951), who are on their year-out.
- Part-time students are all other students. Note this includes HNC students who are expected to complete in one year, but whose course is not subject to regulated fees.

How are students classified into level?

13. Undergraduates are students studying for a first degree (including foundation degree), foundation degree bridging course, HNC, HND, DipHE or CertEd. Provision below degree level comprises HNC, HND, DipHE and CertEd. Postgraduate qualifications (including higher

degrees and PGCEs) are those where the normal condition of entry is a qualification at degree level (i.e. already qualified at level three of the national qualifications framework).

What counts as a long year of programme of study?

14. For full-time courses, the year of programme of study is returned as long if the students are normally required to attend for 45 weeks or more within that year of programme of study or the year of programme of study includes a within-course short period of study, awarded as a summer school through an additional student numbers bidding exercise and explicitly notified by HEFCE. For part-time courses, the distinction depends on the length of each year for an equivalent full-time course.

Which price group should the student be returned under?

15. The price group a student is returned under depends on the Superclass II code of the course they are on. Superclass II codes can be found on the LSC Qualification Database. The mapping in Annex H between Superclass II code and price group should be used to find the price group a student is returned under. If there is no Superclass II code for a particular course or you think the wrong Superclass II code has been assigned to the course, the LSC funding and statistics support desk should be contacted in the first instance.

How should students be returned on Table 4, the fee table?

16. Generally, full-time undergraduates (including those aiming for a qualification below degree level) and PGCEs are subject to the regulated £1,075 fee, and part-time ITT students, sandwich year-out students and language year abroad students are subject to the regulated £530 fee. Only full-year outgoing exchange students on SOCRATES/ERASMUS exchanges should be returned with a regulated fee of £0. Most postgraduates and part-time students are not subject to regulated fees and should be returned with a fee level of 'Non-regulated', regardless of what they actually pay. See Annex M, paragraphs 11 to 16.

How is the FTE calculated for part-time students?

17. The FTE for a part-time course is calculated by comparing the number of years, or terms, taken to achieve the qualification, compared to an equivalent full-time course, as shown in the FTE table in Annex F. For example, if an HND is studied over four years part-time and the usual full-time HND is studied over two years, then the FTE of the part-time student is 0.5 in each year of programme of study (a total FTE of 2 for the whole course, the same as the full-time course).

Which tables should be completed?

18. All full-time students should be returned on Table 1, the full-time table, whatever level they are studying at. Students studying for qualifications below degree level should be included in the undergraduate row. Similarly, all sandwich year-out and all part-time students should be returned on Tables 2 and 3 respectively.

19. All home and EC students returned in Columns 1 and 2 of Tables 1, 2 and 3 should also be returned on the fee table, Table 4, even if every student is recorded as having a fee level of 'Non-regulated'. Island and overseas students should **not** be included in Table 4.

20. Table 5 should be completed if the college has students studying for foundation degrees, foundation degree bridging courses or qualifications below degree level, and should contain a subset of the undergraduate students returned in Columns 1 and 2 of Tables 1, 2 and 3.

21. Table 6 should be completed if the college has students studying as part of a GA (see Annex L, paragraphs 8 to 12) and should contain a subset of the students returned in Columns 1 and 2 of Table 3.

Which columns should be completed?

Tables 1, 2 and 3

22. Students who follow standard academic years should normally be returned in Column 1. Where it is known that a student will start their course late (after 1 November) but that the student intends to catch up with the rest of the students on the course which follows a standard academic year, the student should also be included in Column 1. Students who are on courses which start after 1 November but the year of programme of study for the course finishes before the end of the academic year should be returned in Column 2.

23. Students who follow non-standard academic years should also be returned in Column 1. They will however be counted on 1 August in each academic year in which they have activity except the first. For example, if a student starts a two-year course in December 2000 with each year of programme of study running from December to November, they will be counted at 1 August 2001 (on HEIFES01) and at 1 August 2002 (on HEIFES02), they will not have been counted on HEIFES2000. They are counted twice, once for each year of programme of study. We would not usually expect to see any students following non-standard academic years returned in Column 2. See Annex E for further explanation.

24. An estimate of students who are unlikely to complete the year of programme of study after 1 November should be returned in Column 3. The estimate should usually be based on past experience of non-completions. Negative numbers should be returned in this column.

25. Column 4 is calculated in the tables and is the sum of Columns 1, 2 and 3.

26. On the part-time table, Table 3, only, the FTE of the students in Column 4 should be returned in Column 4a. For example, if there are 10 students in Column 4, five who have an FTE of 0.5 and five who have an FTE of 0.3 then $(5 \times 0.5 + 5 \times 0.3) = 4$ should be returned in Column 4a.

27. New entrants (a subset of the students returned in Columns 1 and 2) should be returned in Column 5. A definition of new entrants is in Annex E, paragraph 18.

28. The numbers of students wholly franchised-out, partially franchised-out or part of a HEFCE-recognised funding consortium, should be returned in Column 6. Again, the data in this column are a subset of the data in Columns 1 and 2.

Tables 4, 5 and 6

29. Home and EC students who have been returned in Columns 1 and 2 of Tables 1, 2 and 3 should also be returned in Columns 1 and 2, respectively, of Table 4, under the appropriate mode of study.

30. Students studying for foundation degrees, foundation degree bridging courses or qualifications below degree level who have been returned in Columns 1 and 2 of Tables 1, 2 and 3 should also be returned in Columns 1 and 2, respectively, of Table 5, under the appropriate mode of study.

31. Students studying for a recognised HE qualification aim as part of a Graduate Apprenticeship who have been returned in Columns 1 and 2 of Table 3 should also be returned in Columns 1 and 2, respectively, of Table 6, again under the appropriate mode of study.

32. See 'Learning & teaching', 'Data collection', then 'HEIFES FAQs' on the HEFCE website for examples of completed HEIFES tables.

When the tables have been completed

33. Each worksheet contains a number of validation checks. If an error or inconsistency is detected in a worksheet once it has been completed, a message reading **Validation: Failure (see below table)** will appear above the column in the table in which there is a validation failure and the value in the cell which is causing the error will turn red. Below the table, the error will be described in more detail. These errors should be corrected before submitting the tables to HEFCE. If the error cannot be identified, colleges should send an e-mail to heifes@hefce.ac.uk. The validation checks are described in more detail in Annex O.

Annex S

Glossary

Attendance	A student is considered to be attending the college whenever they undertake periods of study, tuition or work experience as part of the programme of study.
Base level of resource	For 2001-02, this is £2,805. Also known as base price.
ERASMUS	European Community action scheme for the mobility of university students.
ESF	European Social Fund.
Foundation degree	A two-year full-time, or the part-time equivalent, HE course which has been validated by an HEI as a 'foundation degree', which is expected to incorporate the core features set out in the foundation degree prospectus, HEFCE 00/27.
Foundation degree bridging course	A short stand-alone course taken after a foundation degree has been completed to enable students to go on to the final year of an honours degree course.
Franchised-out	Any student who enrolls at one institution and pays them a fee for tuition, but undertakes all or part of their study at another institution, is considered to be franchised-out by the institution collecting the fee; this includes all collaborative arrangements except HEFCE-recognised funding consortia. See Annex C.
FTE	Full-time equivalent.
Graduate Apprenticeship (GA)	A framework which integrates study for recognised HE qualifications with structured work-based learning. See Annex L, paragraphs 8 to 12.
GANSG	Graduate Apprenticeship National Steering Group.
HEFCE-recognised funding consortia	See Annex C, paragraphs 13 and 14.
HEIFES student population	HEIFES records counts of students aiming for recognised HE qualifications. These students are called the HEIFES student population. See Annex C.
HESA	Higher Education Statistics Agency.

HMSO	Her Majesty's Stationary Office.
INSET	In-service education of teachers.
ISR	The LSC individualised student record.
ITT	Initial teacher training.
LSC	Learning and Skills Council.
MaSN	Maximum student number. This is defined in the report 'Recurrent grants for 2001-02' (HEFCE 01/12).
NHS bursaried course	Pre-registration course for which an NHS bursary may be payable.
NTO	National Training Organisation.
NVQ	National Vocational Qualification.
PGCE	Postgraduate certificate in education.
Postgraduates	Students on courses where a normal condition of entry is that entrants are already qualified to degree level (in other words, already qualified to level three of the national qualifications framework). See Annex J.
QTS	Qualified teacher status.
Recognised courses of HE	See Annex D.
Regulated fees	Fees as defined in the Education (Student Support) Regulations 2001 (SI 2001 No. 951). See Annex M.
SLC	Student Loans Company.
SME	Small or medium enterprise. Defined as a sole trader or enterprise employing less than 250 people.
SOCRATES	European Commission action programme in the sphere of school and higher education.
Standard resource	Standard resource is used for funding purposes. It is calculated by multiplying the weighted FTE by the base price. See Annex G.

TTA	Teacher Training Agency.
Undergraduates	Students studying towards a first degree (including foundation degree), foundation degree bridging course, HND, HNC, DipHE or a CertEd. See Annex J.
Year of programme of study	Students study towards qualification aims over a period, which can be split into one or more years of programme of study. See Annex E.

Annex T

Index (paragraph of main document, Annex and paragraph of Annexes)

Note that some words or phrases are defined in the glossary at Annex S.

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