**Instructions for use of the covering letters relating to the Destinations of Leavers from Higher Education record 2004/05 (C04018)**

HESA has provided text for the covering letters to be used with the DHLE questionnaire mailings. These are available in both English and Welsh. It is intended that institutions should use these as they stand, with only a small number of options:

In one or more places the text refers to the institution - you will need to substitute the correct descriptor, or the actual name of the institution.

In paragraph 1 you need to indicate, as appropriate, supply of either a pre-paid envelope or label (we are aware of different institutional practice).

In paragraph 1 you may wish to add text to the covering letter in order to address particular groups of students:

1) For Research Council funded research students who have not obtained their qualification:

We are also writing to Research Council funded research students whose funding from the Research Councils has finished, even if they have not yet obtained their qualification. This replaces separate surveys previously undertaken by institutions specifically on behalf of the research councils.

2) For students who have continued to study at the same institution:

We are asking everyone, even those who have continued to study at the institution, what they will be doing on 15 April 2005, so that the information is comparable.

Paragraph 2 is optional; it is needed only if your institution implements the web version of the questionnaire. If is does, you will need to add your web reference to the paragraph and also indicate where the student can find their HUSID.

In the final paragraph we refer to the careers service, if this is not the correct description of this function for your institution you will need to change it. Also, we have left it for institutions to add their own description of services available to graduates, as we know that these are very varied.

The Data Protection Act 1998 requires data subjects to be informed of what happens to their data within a collection notice. Collection notices in English and Welsh about the uses of the HESA data are included with the covering letters. In addition an institution needs to include their own wording about the use they make of the data. HESA strongly recommends that you compose the wording for this section to protect your own legal position.