Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Staff identifier	STAFFID	13
4	Date of birth	BIRTHDTE	8
5	Gender	GENDER	1
6	Nationality	NATION	2
7	Ethnicity	ETHNIC	2
8	National identity 1	NATID1	1
9	National identity 2	NATID2	1
10	Not used	DISABLED	1
11	Date appointed at current HEI	DATEFHEI	8
12	Previous employment	PREVEMP	2
13	Previous HEI	PREVHEI	4
14	Highest qualification held	HQHELD	2
15	Academic discipline 1	ACCDIS1	4
16	Academic discipline 2	ACCDIS2	4
17	Regulatory body	REGBODY	2
18	Ability to teach through the medium of Welsh	ABLWELSH	1
19	Date left HEI	DATELEFT	8
20	Leaving destination	LEDEST	2
21	Not used	RESACT	1
22	Not used	UOA	3
23	Not Used	TOTSAL	7
24	Disability 1	DISABLE1	2
25	Disability 2	DISABLE2	2

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

11025 Staff Record person table standard record

DESCRIPTION The Record type indicator is for HESA's internal use to identify the type of record being sent.

NOTES The first two digits are the year identifier. The last two digits are the record identifier.

REASON REQUIRED For HESA's operational purposes

Field Nr.	Field Description	Field Abbrev'n	Field Length
2	Institution identifier	INSTID	4

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0007 Bishop Grosseteste University College Lincoln
0009 Buckinghamshire New University
0010 Central School of Speech and Drama
0011 University of Chester
0012 Canterbury Christ Church University
0013 York St John University
0014 University College Plymouth St Mark and St John
0016 Edge Hill University
0017 University College Falmouth
0018 Harper Adams University College
0021 The University of Winchester
0023 Liverpool Hope University
0024 University of the Arts, London
0026 University of Bedfordshire
0027 The University of Northampton
0028 Newman University College
0030 Ravensbourne
0031 Roehampton University
0032 Rose Bruford College
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0037 Southampton Solent University
0038 University of Cumbria
0039 St Mary's University College, Twickenham
0040 Leeds Trinity University College
0041 Trinity Laban Conservatoire of Music and Dance
0046 The University of Worcester
0047 Anglia Ruskin University
0048 Bath Spa University
0049 The University of Bolton
0050 Bournemouth University
0051 The University of Brighton
0052 Birmingham City University
0053 The University of Central Lancashire
0054 University of Gloucestershire
0056 Coventry University
0057 University of Derby

0058 The University of East London
0059 The University of Greenwich
0060 University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Lincoln
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 The Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0071 The Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 London South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 Teesside University
0080 The University of West London
0081 University of the West of England, Bristol
0082 The University of Chichester
0083 The University of Westminster
0085 The University of Wolverhampton
0086 The University of Wales, Newport
0087 Glyndwr University
0089 Cardiff Metropolitan University
0090 University of Glamorgan
0091 Swansea Metropolitan University
0095 University of Abertay Dundee
0097 Glasgow School of Art
0100 Queen Margaret University, Edinburgh
0101 Royal Conservatoire of Scotland
0104 The Robert Gordon University
0105 The University of the West of Scotland
0106 Glasgow Caledonian University
0107 Edinburgh Napier University
0108 Aston University
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University
0114 The University of Cambridge
0115 The City University
0116 University of Durham

0117 The University of East Anglia
0118 The University of Essex
0119 The University of Exeter
0120 The University of Hull
0121 The University of Keele
0122 The University of Kent
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0131 Goldsmiths College
0132 Imperial College of Science, Technology and Medicine
0133 Institute of Education
0134 King's College London
0135 London Business School
0137 London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0141 Royal Holloway and Bedford New College
0143 The Royal Veterinary College
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0149 University College London
0151 University of London (Institutes and activities)
0152 Loughborough University
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews
0174 The University of Stirling
0175 Scottish Agricultural College
0176 University of Wales Trinity Saint David

0177 Aberystwyth University
0178 Bangor University
0179 Cardiff University
0180 Swansea University
0184 The Queen's University of Belfast
0185 University of Ulster
0186 The University of Wales (central functions)
0188 The Institute of Cancer Research
0189 Writtle College
0190 Norwich University College of the Arts
0193 Stranmillis University College
0194 St Mary's University College
0195 Royal Agricultural College
0196 University of the Highlands and Islands
0197 The Arts University College at Bournemouth
0199 Conservatoire for Dance and Drama
0200 University College Birmingham
0201 Courtauld Institute of Art
0202 London Metropolitan University
0203 The University of Buckingham
0204 The University of Manchester
0205 Heythrop College
0206 University for the Creative Arts
0208 Guildhall School of Music and Drama
0209 The Liverpool Institute for Performing Arts
0210 University Campus Suffolk
0211 Leeds College of Art

DESCRIPTION The institution identifier of the reporting institution.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Staff identifier	STAFFID	13

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

A 13 digit code.

DESCRIPTION The Staff identifier is a unique code allocated to a staff member when they are first entered onto the staff record and, where a member of staff is contracted to work in jobs classified in SOC groups 1,2 or 3, it stays with them for the whole of their career within HE.

NOTES This identifier is the key to the whole return as it enables record linking and tracking.

HESA does not require staff names. Institutions, however, must keep a record of these in order to cross-reference to the unique Staff identifiers.

Each record relating to an individual member of staff in the contract table must use the same Staff identifier used for this individual in the person table.

The value of the staff record to statutory customers is greatly increased where it is possible to track staff movements between institutions. Institutions are reminded that for staff with activity codes in groups 1, 2, and 3, where staff have previously been employed at a UK HEI they should seek the Staff identifier from that institution. The funding councils intend to continue to monitor the reliability of the Staff identifier in order to see whether further refinements are needed to ensure that staff tracking between institutions is possible.

The Staff Identifer Directory is provided to staff and Staff identifier contacts at all institutions to facilitate contact between institutions. It is particularly important for Staff identifier contacts to be kept up to date, in order for HESA to provide institutions with a functional Staff identifier Directory. Liaison contact updates are currently being sought from institutions. Please ensure that the details held for your institution are correct and current. Even after confirmation, please would you advise HESA promptly of any changes to contact arrangements that may arise during the year.

Where a staff member returns to an institution with two STAFFIDs (one from the previous HEI and one from the reporting HEI) the ID

from the institution they are returning to should be used to retain tracking within the institution.

Methods for generating Staff identifiers

Institutional method

The structure of the HESA Staff identifier is as follows:

First 2 characters:
Year of entry into institution (last 2 digits of calendar year). Those entering before 1 August 2003 and whose year of entry is unknown should use 'XX'.

Next 4 characters:
Institution identifier from (as in field 2, Institution identifier), **PLUS 1000** (e.g. if the institution identifier is 0134, the digits in the Staff identifier are 1134).

Next 6 characters:
6 digit reference number internally allocated by the institution.

Last character:
Check digit.

USR method

Staff with an old 9 digit USR staff number should retain this number, preceding it with 4 zeros. HESA would prefer anyone with an old USR number to keep this under the HESA system to facilitate the tracking of individuals through their HE careers. If a member of staff has been out of the sector for a while, or not previously returned to HESA, but received a USR number, then, if this is easy to trace, the USR number should be used, otherwise it is acceptable to issue a new HESA Staff identifier. Institutions are encouraged to trace employees' identifiers. The emphasis is on the need to retain the same Staff identifier in future in order to be able track future movements.

Using an identifier allocated by another institution

If a member of staff whose contract is for an activity where the SOC code is in groups 1,2, or 3 and has already been allocated a HESA Staff identifier by a previous institution, then that identifier should be returned instead of allocating a new Staff identifier (and, ideally, where a member of staff is employed by two institutions concurrently, then the same Staff identifier should be used by both institutions). In order to accomplish this linkage,

institutions will need to obtain from the previous employer the HESA Staff identifier. As the staff record is anonymous, HESA will not be in a position to offer a central look-up service. However, in order to help inter-institution liaison, HESA has circulated staff data stream liaison contact details for operational purposes.

Calculation of Check Digit

The check digit is calculated using the first 12 digits, providing a means of detecting errors of transcription in the identifier. To calculate the check digit, each of the first 12 digits is multiplied by a "weight" which depends on its position in the identifier, and the resulting products added. The check digit is then obtained by subtracting the final digit of the resulting sum from ten.

A program to calculate the check digit is available on the HESA web site at: <A HREF= "http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=155&Itemid=233"> http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=155&Itemid=233 </A>

In this calculation, the character X has a value of zero.

The weights used are:

Digit position	1 2 3 4 5 6 7 8 9 10 11 12
Weight	1 3 7 9 1 3 7 9 1 3 7 9

EXAMPLE

A lecturer at Royal Holloway and Bedford New College, University of London (for which the HESA Institution identifier is 0141), starting in calendar year 2003 is allocated the internal number 123456. The check digit calculation for their Staff identifier, 031141123456, would be calculated as:

Number	0 3 1 1 4 1 1 2 3 4 5 6
Weight	1 3 7 9 1 3 7 9 1 3 7 9
Product	0 9 7 9 4 3 7 18 3 12 35 54

The sum of the products is 161, the final digit being 1, so the check digit is 10 - 1 = 9. The full identifier is therefore '0311411234569'.

If the lecturer in the example above had entered the institution prior to 2003, and has been allocated the Staff identifier XX1141123456 (because year of entry is unknown) the check digit would be calculated as:

Number	X X 1 1 4 1 1 2 3 4 5 6

Weight	1	3	7	9	1	3	7	9	1	3	7	9
Product	0	0	7	9	4	3	7	18	3	12	35	54

The product of the first two digits should be counted as 0, which makes the sum of all the products 152. As the final digit is 2 the check digit is 10 - 2 = 8. The full identifier is therefore 'XX11411234568'.

Note: If the final digit of the sum of the products is 0 the check digit would be the final digit after the subtraction i.e. 10 - 0 = 10, check digit is 0.

REASON REQUIRED To facilitate tracking and the analysis of mobility in the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Date of birth	BIRTHDTE	8

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION This field records the date of birth of the staff member.

NOTES It is expected that institutions will be able to give a date of birth, but in an exceptional case where date of birth is not known, a default of 99991231 or 19010101 (as per the Inland Revenue) should be used.

REASON REQUIRED To enable age profile analysis of staff employed in HE.

To produce retirement information.

For purposes of record linkage.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Gender	GENDER	1

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

0 Unknown
1 Male
2 Female
9 Indeterminate

DESCRIPTION This field identifies the gender of the member of staff. The definition of gender is intended to be classification of (biological) sex.

NOTES The coding frame for this field is consistent with the MIAP Common Data Definitions (CDD) coding frame.

Atypical staff (staff who hold atypical contracts only) are the only staff for whom the unknown code can be used, in the very exceptional cases where gender has not been recorded within the institution and there is no longer any contact with the member of staff. The use of this code will be monitored during data collection to ensure that levels do not exceed in the order of 1%.

Code 9 'Indeterminate' means unable to be classified as either male or female. It should not be used as a substitute or proxy for 'Not known'. The term 'indeterminate gender' is intended to identify those who are 'intersex' and is not related in any way to trans-gender.

REASON REQUIRED For analysis of the numbers of staff by gender.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Nationality	NATION	2

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

AA Stateless
AD Andorra
AE United Arab Emirates
AF Afghanistan
AG Antigua and Barbuda
AI Anguilla
AL Albania
AM Armenia
AO Angola
AR Argentina
AS American Samoa
AT Austria
AU Australia
AZ Azerbaijan
BA Bosnia and Herzegovina
BB Barbados
BD Bangladesh
BE Belgium
BF Burkina [Burkina Faso]
BG Bulgaria
BH Bahrain
BI Burundi
BJ Benin
BM Bermuda
BN Brunei [Brunei Darussalam]
BO Bolivia
BR Brazil
BS Bahamas, The
BT Bhutan
BW Botswana
BY Belarus
BZ Belize
CA Canada
CD Congo (Democratic Republic) [Congo (The Democratic Republic of the)] formerly Zaire
CF Central African Republic
CG Congo
CH Switzerland
CI Ivory Coast [Côte D'ivoire]
CL Chile
CM Cameroon

CN China
CO Colombia
CR Costa Rica
CU Cuba
CV Cape Verde
CZ Czech Republic
DE Germany
DJ Djibouti
DK Denmark
DM Dominica
DO Dominican Republic
DZ Algeria
EC Ecuador
EE Estonia
EG Egypt
EH Western Sahara
ER Eritrea
ES Spain includes Ceuta, Melilla
ET Ethiopia
FI Finland
FJ Fiji
FK Falkland Islands [Falkland Islands (Malvinas)]
FM Micronesia [Micronesia, Federated States of]
FO Faroe Islands
FR France includes Corsica
GA Gabon
GB United Kingdom
GD Grenada
GE Georgia
GG Guernsey
GH Ghana
GI Gibraltar
GL Greenland
GM Gambia, The
GN Guinea
GQ Equatorial Guinea
GR Greece
GS South Georgia and The South Sandwich Islands
GT Guatemala
GU Guam
GW Guinea-Bissau
GY Guyana
HK Hong Kong (Special Administrative Region of China) [Hong Kong]
HN Honduras
HR Croatia
HT Haiti
HU Hungary

ID	Indonesia
IE	Ireland
IL	Israel
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory (BIOT)
IQ	Iraq
IR	Iran [Iran, Islamic Republic of]
IS	Iceland
IT	Italy Includes Sardinia, Sicily
JE	Jersey
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	St Kitts and Nevis
KP	Korea (North) [Korea, Democratic People's Republic of]
KR	Korea (South) [Korea, Republic of]
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Laos [Lao People's Democratic Republic]
LB	Lebanon
LC	St Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libya [Libyan Arab Jamahiriya]
MA	Morocco
MC	Monaco
MD	Moldova [Moldova, Republic of]
ME	Montenegro
MG	Madagascar
MH	Marshall Islands
MK	Macedonia [Macedonia, The Former Yugoslav Republic of]
ML	Mali
MM	Burma [Myanmar]
MN	Mongolia
MO	Macao (Special Administrative Region of China) [Macao]
MP	Northern Mariana Islands

MR Mauritania
MS Montserrat
MT Malta
MU Mauritius
MV Maldives
MW Malawi
MX Mexico
MY Malaysia
MZ Mozambique
NA Namibia
NE Niger
NG Nigeria
NI Nicaragua
NL Netherlands
NO Norway
NP Nepal
NR Nauru
NZ New Zealand
OM Oman
PA Panama
PE Peru
PG Papua New Guinea
PH Philippines
PK Pakistan
PL Poland
PN Pitcairn, Henderson, Ducie and Oeno Islands [Pitcairn]
PS Occupied Palestinian Territories [Palestinian Territory, Occupied] formerly West Bank (including East Jerusalem) and Gaza Strip
PT Portugal includes Madeira, Azores
PW Palau
PY Paraguay
QA Qatar
QN Serbia and Montenegro not otherwise specified
QO Kosovo
RO Romania
RS Serbia
RU Russia [Russian Federation]
RW Rwanda
SA Saudi Arabia
SB Solomon Islands
SC Seychelles
SD Sudan
SE Sweden
SG Singapore
SH St Helena, Ascension and Tristan da Cunha
SI Slovenia
SK Slovakia

SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Surinam [Suriname]
SS	South Sudan
ST	Sao Tome and Principe
SV	El Salvador
SY	Syria [Syrian Arab Republic]
SZ	Swaziland
TC	Turks and Caicos Islands
TD	Chad
TG	Togo
TH	Thailand
TJ	Tajikistan
TL	East Timor [Timor Leste]
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TR	Turkey
TT	Trinidad and Tobago
TV	Tuvalu
TW	Taiwan [Taiwan, Province of China]
TZ	Tanzania [Tanzania, United Republic of]
UA	Ukraine
UG	Uganda
US	United States
UY	Uruguay
UZ	Uzbekistan
VA	Vatican City [Holy See (Vatican City State)]
VC	St Vincent and The Grenadines
VE	Venezuela
VG	British Virgin Islands [Virgin Islands, British]
VN	Vietnam [Viet Nam]
VU	Vanuatu
WS	Samoa
XA	Cyprus (European Union)
XB	Cyprus (Non-European Union)
XC	Cyprus not otherwise specified
XL	Channel Islands not otherwise specified
XM	Czechoslovakia not otherwise specified
XN	Union of Soviet Socialist Republics not otherwise specified
XO	Yugoslavia not otherwise specified
YE	Yemen
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe
ZZ	Not known

DESCRIPTION The Nationality field defines the country of legal nationality coded using the 2-digit country codes listed. This is not necessarily the domicile.

NOTES This coding frame is determined by the National Statistics Country Classification 2006 (NSCC), which is based on ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, and the United Nations' Standard Country or Area Codes for Statistical Use. In a small number of cases, the NSCC usage differs from the usage in ISO 3166 on which the NSCC is based. Where that happens, the ISO 3166 usage is given in brackets after the preferred UK usage, to facilitate cross-reference to the international standard. For example for code KP the description is Korea (South). The text in brackets, [Korea, Republic of], is the ISO 3166 description. Information in braces is provided by HESA to clarify usage, and is not derived either from NSCC or ISO 3166 lists of short country names, for example Spain !!Missing ':'!!.

UK nationals: Where a staff member has dual nationality including British, they should be coded as British. If a dual nationality, not including British, but including non-UK EU country then use relevant EU country code. If neither British or non-UK EU country then code as either nationality.

GB: United Kingdom

For nationality the code GB must be used. Note that the code UK is not on the NSCC list and is invalid for nationality.

Staff with British nationality should be coded GB (there are no separate nationality codes for British National (Overseas) and other forms of British nationality).

GG, JE, XL: Guernsey and Jersey (Channel Islands)

The Channel Islands are not part of the United Kingdom and not part of the European Union. United Kingdom codes must not be used for nationality. The Bailiwicks of Guernsey (which includes the smaller islands of Alderney and Sark) and of Jersey must be treated separately. The code XL may be used for nationality, but only for staff members that were already current in 2007/08, to avoid the need for re-coding.

IM: Isle of Man

The Isle of Man is not part of the United Kingdom and not part of the European Union. United Kingdom codes must not be used for nationality. The code IM must be used for nationality.

CY, XA, XB, XC: Cyprus

The following treatment does not imply any recognition that the de facto Turkish occupation and control of northern Cyprus is legitimate, but does deal with the practical need to record the source of staff. The separate codes Cyprus (European Union) (XA) and Cyprus (non European Union) (XB) must be used for nationality. The code XC may be used for nationality, but only for staff members that were already current in 2007/08, to avoid the need for re-coding. Note that an appropriate United Kingdom code should be used for nationality for staff members from the British sovereign military areas on Cyprus. The code CY is invalid for nationality unless and until there is any change in the political situation, in which case the coding arrangements will be reviewed.

FO, GL: Faroe Islands and Greenland

The Faroe Islands and Greenland must be treated separately, and the codes FO and GL must be used for nationality. Note that, despite their relationship with Denmark, neither Greenland nor the Faroe Islands are part of the European Union.

FR: French Republic

The French Republic comprises Metropolitan France (France Metropolitain) [including Corsica], the four Overseas Departments (Départements d'Outre-Mer, or D.O.M.) of French Guiana (GF), Guadeloupe (GP), Martinique (MQ), and Réunion (RE), the six Overseas Collectives (Collectivites d'Outre-Mer, or C.O.M.) of Mayotte (YT), St Pierre & Miquelon (PM), French Polynesia (PF) [also designated as a Pays d'Outre-Mer], Wallis & Futuna (WF), St Martin (French part) [St Martin] (MF) and St Barthélemy (BL), the Overseas Territory (Territoire d'Outre-Mer, or T.O.M.) of the French Southern Territories (TF), and finally New Caledonia (NC) which has a special status similar to a T.O.M.. Metropolitan France and the four Overseas Departments are all part of the European Union. For nationality the code FR must be used throughout, and all the other codes in this group are invalid.

IT, VA: Italy and Vatican City (Holy See)

Italy and Vatican City must be treated separately, and the codes IT and VA must be used for nationality.

NL: Kingdom of the Netherlands

The Kingdom of the Netherlands comprises the European country of The Netherlands and the Caribbean countries of Aruba (AW)

and Netherlands Antilles (AN). For nationality the code NL must be used throughout. Netherlands Antilles is to be further subdivided, and this may require further codes to be allocated in ISO 3166, but this had not been done as at mid-2007.

ES: Spain and the Canary Islands

The Canary Islands are part of Spain, and hence of the European Union, but with some special derogations and provisions particularly relating to customs and fiscal matters. For nationality, the code ES must be used for both mainland Spain and the Canaries. No separate codes are provided in the ONS list for the exclaves of Ceuta and Melilla on the coast of north Africa, and for nationality purposes they should be regarded as part of mainland Spain.

NO: Norway and Svalbard and Jan Mayen

Svalbard (Spitzbergen) is an inhabited Norwegian territory in the Arctic Ocean. For nationality the code NO must be used throughout. Jan Mayen Island is included with Svalbard but has no settled inhabitants. Bouvet Island (BV) is a Norwegian island in the South Atlantic Ocean, but has no settled inhabitants, so code BV is invalid for nationality.

MA, EH: Morocco, Western Sahara

Western Sahara (EH) is a disputed territory occupied and administered by Morocco (MA). The code EH should be used where appropriate for nationality.

PS: Occupied Palestinian Territories

This code description changed in 2008/09 to reflect the change in the National Statistics Country Classification. It must be used where appropriate for nationality.

US, GU, MP, AS, MH, FM, PW: United States, Puerto Rico, US Virgin Islands, Guam, Northern Mariana Islands, American Samoa, United States Minor Outlying Islands, Marshall Islands, Micronesia, Palau

The Commonwealth of Puerto Rico is an Unincorporated Organized Territory of the United States; its current Commonwealth status grants it a measure of internal self-government, and its longer-term status is the subject of active debate in 2006. Puerto Ricans are citizens of the United States. For nationality the code US must be used.

The US Virgin Islands (the former Danish West Indies, purchased

from Denmark by the United States in 1916) is an Unincorporated Organized Territory of the United States. US Virgin Islanders are citizens of the United States. For nationality the code US must be used .

Guam (formerly part of the UN Trust Territory of the Pacific) is an Unincorporated Organized Territory of the United States. For nationality the code GU must be used.

The Commonwealth of the Northern Mariana Islands (formerly part of the UN Trust Territory of the Pacific) is an Unincorporated Organized Territory of the United States; its Commonwealth status grants it a measure of internal self-government. For nationality the code MP must be used.

American Samoa is an Unincorporated Unorganized Territory of the United States. For nationality the code AS must be used. The United States Minor Outlying Islands comprise Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Atoll, Palmyra Atoll and Wake Island in the Pacific, and Navassa Island in the Caribbean. They are Unincorporated (Incorporated in the case of Palmyra Atoll) Unorganized Territories of the United States. They have no settled inhabitants.

The Marshall Islands (formerly part of the UN Trust Territory of the Pacific) are a self-governing state in free association with the United States. For nationality the code MH must be used.

The Federated States of Micronesia (formerly part of the UN Trust Territory of the Pacific) are a self-governing state in free association with the United States. For nationality the code FM must be used.

Palau (formerly part of the UN Trust Territory of the Pacific) is a self-governing state in free association with the United States. For nationality the code PW must be used.

CN, TW, HK, MO: China, Taiwan, Hong Kong, Macao

China (CN) should be used for nationality where relevant in cases not covered by the following guidance. Taiwan (TW) - The United Kingdom acknowledges the position of the Chinese Government that Taiwan is a province of China and recognises the Chinese Government as the sole legal government of China. The United Kingdom does not recognise Taiwan as a state and does not have diplomatic relations with Taiwan. However, because the United Kingdom accepts passports issued by the Taiwanese Authorities for immigration purposes, it is necessary to use a separate country

code TW for Taiwan in the nationality field. This has no bearing on the United Kingdom's position on Taiwan's status.

Hong Kong (Special Administrative Region of China) (HK) appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in the nationality field.

Macao (Special Administrative Region of China) (MO) appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in the nationality field.

AU: Australia, Christmas Island, Cocos (Keeling) Islands, Norfolk Island, Heard Island and MacDonald Islands.

Christmas Island is a non-self-governing territory of Australia. For nationality the code AU must be used.

Cocos (Keeling) Islands is a non-self-governing territory of Australia. For nationality the code AU must be used.

Norfolk Island is a non-self-governing territory of Australia. For nationality the code AU must be used.

Heard Island and MacDonald Islands are a territory of Australia with no settled inhabitants.

NZ : New Zealand, Cook Islands, Niue and Tokelau

The Cook Islands are a self-governing state in free association with New Zealand; they form part of the Realm of New Zealand and Cook Islanders are New Zealand citizens. Accordingly, for nationality the code NZ must be used.

Niue is a self-governing state in free association with New Zealand; it forms part of the Realm of New Zealand and Niueans are New Zealand citizens. Accordingly, for nationality the code NZ must be used.

Tokelau is a New Zealand territory whose future status is currently under discussion; a proposal for free association with New Zealand on a basis similar to that of the Cook Islands and Niue was rejected by referendum in 2006. As an interim arrangement pending the determination of the future status of Tokelau, for

nationality the code NZ must be used.

IO: British Indian Ocean Territory (BIOT)

The Chagos Islands form the principal part of this territory, and these include the island of Diego Garcia which is a leased to the United States of America as a major military base. The indigenous inhabitants of BIOT have been displaced elsewhere, and the territory accordingly has no settled inhabitants at present (on the above definition). Accordingly the code IO may be used as a nationality code for displaced indigenous inhabitants.

AQ: Antarctica

Since there are no settled inhabitants in Antarctica, code AQ is invalid for both domicile and nationality. Although there are a number of national territorial claims to parts of Antarctica, these have been in abeyance since the coming into force of the Antarctic Treaty in 1961.

XM, XN, XO, XZ, AA, ZZ: Obsolete Countries, Regions, Stateless, and Unknown

For nationality, codes XM, XN, XO may be used only for staff members who hold these obsolete nationalities and no other, presumably because they emigrated at a time when the nationalities were current and they have never acquired any other nationality. Code XZ although in the NSCC list, is invalid for nationality. Code AA should be used only when a staff member is known to be stateless, and code ZZ should be used when nationality is not known or when it is impossible from the available documentation to assign a nationality from the above list.

QO: Kosovo

A new code for Kosovo (QO) has been added to the classification in acknowledgement of the UK's recognition of Kosovo as an independent nation.

Note: 'no settled inhabitants' means no inhabitants apart from military and scientific personnel, staff of contractors, and seasonal residents.

SD and SS: Sudan and South Sudan

South Sudan (SS), formerly part of Sudan (SD), became a country in its own right on July 9th 2011. There is no obligation for institutions to recode continuing staff recorded with a nationality of SD to the newer code, but they may do so if the information is available.

A mapping document to the new country codes from the old 4-digit codes previously used can be found at <A HREF="index.php/component/option,com_studrec/task,show_file/Itemid,233/mnl,07051/href,MappingCountryCodes2.html"> Country codes (old to new)</A>

REASON REQUIRED To provide information about net inflows of staff of different nationalities.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Ethnicity	ETHNIC	2

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

11 White - British
12 White - Irish
13 White - Scottish
14 Irish Traveller
19 Other White background
21 Black or Black British - Caribbean
22 Black or Black British - African
29 Other Black background
31 Asian or Asian British - Indian
32 Asian or Asian British - Pakistani
33 Asian or Asian British - Bangladeshi
34 Chinese
39 Other Asian background
41 Mixed - White and Black Caribbean
42 Mixed - White and Black African
43 Mixed - White and Asian
49 Other Mixed background
80 Other Ethnic background
90 Not known
98 Information refused

DESCRIPTION The Ethnicity field identifies the ethnic origin of the member of staff.

NOTES This coding structure reflects the 2001 Census of Population ethnicity classifications used throughout the UK and so allows comparative statistics to be derived both within and without the sector.

It is HESA's intention to adopt national classifications where they exist and are appropriate.

In the case of the Census 2001 ethnicity coding, there is no coding structure applicable throughout the UK, as variations exist in Scotland and Northern Ireland. To accommodate requirements for institutions to report locally to their devolved administrations, the coding frame has been revised. As a consequence, no institution will recognise this hybrid-coding list as that used in their region.

There are two specific categories: code 13 'White Scottish' and code 14 'Irish Traveller', which can only be used by institutions in

Scotland and Northern Ireland respectively.

Code '98' Information refused should be used when, and only when, a member of staff has explicitly refused to provide the information. Failure to respond at all to a request for information does not signify an explicit refusal, and such staff should be coded '90' Not Known. It is expected that in any individual institution use will be made of both of these two codes. Where a member of staff indicates their ethnicity as something not included in the coding frame, for example Jewish or Arabic, they should be coded '80' Other Ethnic Background.

Code 90 'Not known' can be used for staff who do not genuinely know their ethnicity, ie staff who are adopted.

In addition institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such staff as 49 - 'Other Mixed background'.

REASON REQUIRED For monitoring equal opportunities issues in HE.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	National identity 1	NATID1	1

STATUS

This field must be completed with a valid code other than the default code when the member of staff is employed by an institution in Wales.

VALID ENTRIES

B	British
E	English
I	Irish
O	Other
R	Information refused
S	Scottish
U	Unknown
W	Welsh
X	Not applicable/Not required (Default code)

DESCRIPTION

This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

NOTES

The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8 National Identify 1. If a second national identity is also chosen this should be coded in field 9, National identity 2.

Code 'U' Unknown should be used when the member of staff has not been asked what they consider their national identity to be, or has failed to respond to a request for information.

Code 'R' Information refused should be used when the member of staff has explicitly refused to provide the information.

Default code ‘X’ must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code ‘X’ must not be used by institutions in Wales.

REASON REQUIRED

To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	National identity 2	NATID2	1

STATUS

This field must be completed with a valid code other than the default code when the member of staff is employed by an institution in Wales and the member of staff identifies themselves as having more than one nationality.

VALID ENTRIES

B British
E English
I Irish
O Other
S Scottish
W Welsh
X Not applicable/Not required (Default code)

DESCRIPTION

This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

NOTES

The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8, National Identity 1. If a second national identity is also chosen this should be coded in field 9 National Identity 2.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must be used when field 8, National Identity 1 is coded 'R, U or X' or where only one national identity is given by an individual.

REASON REQUIRED

To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare HE sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Not used	DISABLED	1

STATUS Compulsory

VALID ENTRIES

X Not used

NOTES Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Date appointed at current HEI	DATEFHEI	8

STATUS This field must be completed with a valid code other than the default code when the date is known **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION The Date appointed at current HEI field records the date at which the member of staff entered their current period of **continuous service** with the HEI. For the purposes of this field, the current HEI includes all its predecessor institutions.

NOTES The reference to 'predecessor institutions' relates to changes within the reporting institution. For example, institutions that have merged to form the existing institution and where staff were automatically transferred from the former employer.

This field must be updated when a break in **continuous service** occurs regardless of the length of the break. If there has been a break in continuous service DATEFHEI will not be the same as the date of the first appointment that the member of staff held with the HEI. It is therefore essential that the original STAFFID is retained where breaks in service occur, particularly for staff in SOC groups 1, 2 and 3, in order to facilitate tracking.

It is expected that institutions will be able to give a date appointed at current HEI for all new staff and some existing staff, but in an exceptional case where date appointed at current HEI is not known for existing staff the default code '99991231' should be used.

Default code '99991231' can be used for atypical staff.

EXAMPLE **Member of staff holds several contracts issued with no break in continuous service:-**

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 2002 to 29 January 2008, and the other a permanent contract that was issued on 1 December 2007. Details of both contracts must be returned in the contract table and the code returned in this field must be 20020129.

Break in continuous service:-

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 2002 to 29 January 2008, and the other a permanent contract that was issued on 10 February 2008. Details of both contracts must be returned in the contract table and the code returned in this field must be 20080210. Additionally, default codes 99991231 and XX must be returned in fields 19 DATELEFT and 20 LEDEST respectively, because the member of staff is still employed at the institution under the permanent contract. If the member of staff has not been employed elsewhere during the break in service, code 21 'Not in regular employment' must be returned in field 12 PREVEMP and the code for the current institution must be returned in field 13 PREVHEI.

Default code 'XXXX' must not be used in field 13 PREVHEI when there has been a break in employment service and field 12, PREVEMP has been coded '21' Not in regular employment.

REASON REQUIRED To track career histories of HE staff for employment research and profiling.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Previous employment	PREVEMP	2

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

01 Another HEI in UK
02 HEI in an overseas country
03 Other education institution in UK
04 Other education institution in an overseas country
05 Research institution in the UK
06 Research institution overseas
07 Student in UK
08 Student in an overseas country
09 NHS/General medical or general dental practice in UK
10 Health service in an overseas country
11 Other public sector in UK
12 Private industry/commerce in UK
13 Self-employed in UK
14 Other employment in UK
15 Other employment in an overseas country
21 Not in regular employment
99 Not known
XX Not applicable/Not required (Default code)

DESCRIPTION

The Previous employment field is used to record the nature of employment of the member of staff before entering employment with the current institution.

NOTES

Where it appears that two codes are equally applicable, the nearest to '01' should be given.

The previous employment should indicate the nature of employment of the member of staff before the date returned in field 11, Date appointed at current HEI. This will not necessarily be the employment of the member of staff in the previous year.

It is expected that once the member of staff has entered employment with the institution the code returned in this field will remain the same until the member of staff leaves the institution.

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in this field and the code for the current institution returned in field 13 PREVHEI.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be used.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of HE staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Previous HEI	PREVHEI	4

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** field 12, previous employment has been coded '01' **and** field 11, Date entered current HEI has been coded with a date after 20110731 (excluding 99991231) **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0004 The College of Guidance Studies
0006 The Royal College of Nursing
0007 Bishop Grosseteste University College Lincoln
0008 Bretton Hall College of HE
0009 Buckinghamshire New University
0010 Central School of Speech and Drama
0011 University of Chester
0012 Canterbury Christ Church University
0013 York St John University
0014 University College Plymouth St Mark and St John
0015 Dartington College of Arts
0016 Edge Hill University
0017 University College Falmouth
0018 Harper Adams University College
0019 Homerton College
0020 Kent Institute of Art and Design
0021 The University of Winchester
0022 La Sainte Union College of HE
0023 Liverpool Hope University
0024 University of the Arts, London
0025 Loughborough College of Art and Design
0026 University of Bedfordshire
0027 The University of Northampton
0028 Newman University College
0029 North Riding College Higher Education Corporation
0030 Ravensbourne
0031 Roehampton University
0032 Rose Bruford College
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0036 Salford College of Technology

0037 Southampton Solent University
0038 University of Cumbria
0039 St Mary's University College, Twickenham
0040 Leeds Trinity University College
0041 Trinity Laban Conservatoire of Music and Dance
0042 Westminster College
0043 West London Institute of HE
0044 The Surrey Institute of Art and Design, University College
0045 Winchester School of Art
0046 The University of Worcester
0047 Anglia Ruskin University
0048 Bath Spa University
0049 The University of Bolton
0050 Bournemouth University
0051 The University of Brighton
0052 Birmingham City University
0053 The University of Central Lancashire
0054 University of Gloucestershire
0055 London Guildhall University
0056 Coventry University
0057 University of Derby
0058 The University of East London
0059 The University of Greenwich
0060 University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Lincoln
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 The Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0070 The University of North London
0071 The Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 London South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 Teesside University
0080 The University of West London
0081 University of the West of England, Bristol
0082 The University of Chichester
0083 The University of Westminster
0084 Wimbledon School of Art

0085 The University of Wolverhampton
0086 The University of Wales, Newport
0087 Glyndwr University
0088 Coleg Normal
0089 Cardiff Metropolitan University
0090 University of Glamorgan
0091 Swansea Metropolitan University
0092 Trinity University College
0094 Duncan of Jordanstone College of Art
0095 University of Abertay Dundee
0096 Edinburgh College of Art
0097 Glasgow School of Art
0098 Moray House Institute of Education
0099 Northern College of Education
0100 Queen Margaret University, Edinburgh
0101 Royal Conservatoire of Scotland
0102 St Andrew's College of Education
0103 The Scottish College of Textiles
0104 The Robert Gordon University
0105 The University of the West of Scotland
0106 Glasgow Caledonian University
0107 Edinburgh Napier University
0108 Aston University
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University
0114 The University of Cambridge
0115 The City University
0116 University of Durham
0117 The University of East Anglia
0118 The University of Essex
0119 The University of Exeter
0120 The University of Hull
0121 The University of Keele
0122 The University of Kent
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0128 British Postgraduate Medical Federation
0129 Charing Cross and Westminster Medical School
0131 Goldsmiths College
0132 Imperial College of Science, Technology and Medicine
0133 Institute of Education
0134 King's College London

0135 London Business School
0136 The London Hospital Medical College
0137 London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0140 Royal Free Hospital School of Medicine
0141 Royal Holloway and Bedford New College
0142 Royal Postgraduate Medical School
0143 The Royal Veterinary College
0144 St Bartholomew's Hospital Medical College
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0148 United Medical and Dental Schools, Guy's and St Thomas's Hospitals
0149 University College London
0150 Wye College
0151 University of London (Institutes and activities)
0152 Loughborough University
0153 University of Manchester
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York
0165 The University of Manchester Institute of Science and Technology
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews
0174 The University of Stirling
0175 Scottish Agricultural College
0176 University of Wales Trinity Saint David
0177 Aberystwyth University
0178 Bangor University
0179 Cardiff University
0180 Swansea University
0181 University of Wales College of Medicine

0182 Royal Welsh College of Music and Drama
0183 Welsh Agricultural College
0184 The Queen's University of Belfast
0185 University of Ulster
0186 The University of Wales (central functions)
0187 Westhill College
0188 The Institute of Cancer Research
0189 Writtle College
0190 Norwich University College of the Arts
0191 Northern School of Contemporary Dance
0192 Cumbria Institute of the Arts
0193 Stranmillis University College
0194 St Mary's University College
0195 Royal Agricultural College
0196 University of the Highlands and Islands
0197 The Arts University College at Bournemouth
0198 Bell College
0199 Conservatoire for Dance and Drama
0200 University College Birmingham
0201 Courtauld Institute of Art
0202 London Metropolitan University
0203 The University of Buckingham
0204 The University of Manchester
0205 Heythrop College
0206 University for the Creative Arts
0207 Leeds College of Music
0208 Guildhall School of Music and Drama
0209 The Liverpool Institute for Performing Arts
0210 University Campus Suffolk
0211 Leeds College of Art
4001 Other UK Institution
XXXX Default code

DESCRIPTION

The Previous HEI field is used to record the institution identifier of the most recent previous institution at which the member of staff worked.

NOTES

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in field 12 Previous employment and the code for the current institution must be returned in this field. Default code 'XXXX' must not be used when there has been a break in continuous service and field 12, Previous employment has been coded '21' Not in regular employment.

Generic code '4001' Other UK Institution should be used in the exceptional case where field 12 Previous employment is coded

'01' Another HEI in UK and the HEI is not known. Code 4001 should also be used for private HEIs in the UK that are not listed in the Valid Entries list.

Default code 'XXXX' must be used when field 12, Previous employment has been coded '02-15', '99' or 'XX'.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' can be used for staff that have returned a date before 20030731 (including those with a default date of 99991231) in field 11, Date appointed at current HEI.

Default code 'XXXX' can be used for atypical staff.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED To assist in year on year linking and tracking between records as individuals move between institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Highest qualification held	HQHELD	2

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

01 Doctorate
02 Other Higher Degree
03 PGCE
09 Other Postgraduate qualification (including professional)
11 First Degree
12 First Degree with Qualified Teacher Status (QTS)
19 Other qualifications at first-degree level (including professional)
21 Diploma of HE
22 HND/HNC
29 Other undergraduate qualification (including professional)
31 'A' level, Scottish Higher or equivalent (NVQ/SVQ Level 3)
32 'O' level/GCSE or equivalent (NVQ/SVQ Level 2)
97 Other qualification
98 No qualifications
99 Not known
XX Not applicable/Not required (Default code)

DESCRIPTION

The Highest qualification held field is used to indicate the highest qualification held by the member of staff.

NOTES

If a member of staff has more than one of the above qualifications, institutions may use their own discretion to determine which qualification is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code that is closest to '01'.

Code 02 'Other Higher Degree' includes Masters.

This field should be updated when an existing member of staff gains a higher qualification than that already held.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED

To provide information about the qualifications of the HE

workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Academic discipline 1	ACCDIS1	4

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29'**and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

A full four character JACS2 code. Please refer to the <A HREF="JACS2" >JACS2 - Full listing</A> (JACS2) classification of academic subjects.

DESCRIPTION

Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching**.

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

NOTES

Institutions must return a four character JACS2 code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in field 16, Academic discipline 2. Where a qualification is in two subjects then a further JACS2 code should be used in field 16.

The level of detail provided by the use of principal subjects (codes of the form LetterNumber00 listed at <A HREF="JACS2" >JACS2 - Full listing</A>) is sufficient to meet the data requirements of HESA's statutory data users and there is no necessity for institutions to code at a more detailed level.

For those few staff with 3 subject disciplines, the two JACS2 codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS2 coding frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics (<A HREF="JACS2" >JACS2 - Full listing</A>)

Example:

An academic member of staff with a postgraduate qualification

in Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' can be used for atypical staff.

EXAMPLE

Codes are to be allocated using the classification provided in the document 'JACS2 complete classification' available on the HESA website at: <A HREF="JACS2" >JACS2 - Full listing</A>

REASON REQUIRED

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Academic discipline 2	ACCDIS2	4

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29'**and** the highest qualification held has more than one subject code **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

A full four character JACS2 code. Please refer to the <A HREF="JACS2" >JACS2 - Full listing</A> (JACS2) classification of academic subjects.

DESCRIPTION

Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching**.

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

NOTES

Institutions must return a four character JACS2 code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in this field. Where a qualification is in two subjects, the second subject should be returned in this field.

The level of detail provided by the use of principal subjects (codes of the form LetterNumber00 listed at <A HREF="JACS2" >JACS2 - Full listing</A>) is sufficient to meet the data requirements of HESA's statutory data users and there is no necessity for institutions to code at a more detailed level.

For those few staff with 3 subject disciplines, the two JACS2 codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS2 coding frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics (<A HREF="JACS2" >JACS2 - Full listing</A>)

Example:

An academic member of staff with a postgraduate qualification in Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code ‘XXXX’ can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either ‘4A’, ‘4B’, ‘5’, ‘6’, ‘7’, ‘8’, ‘9’ or ‘XX’.

Default code ‘XXXX’ must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded ‘31’, ‘32’, '97', ‘98’, ‘99’ or 'XX'.

Default code ‘XXXX’ must be used when the highest qualification held has one subject code.

Default code ‘XXXX’ can be used for atypical staff.

EXAMPLE

Codes are to be allocated using the classification provided in the document ‘JACS complete classification’ available on the HESA website at: <A HREF="JACS2" >JACS2 - Full listing</A>

REASON REQUIRED

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Regulatory body	REGBODY	2

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the related cost centre field has been coded '01-08' or '29' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

00 Not currently registered to practice
01 General Medical Council (GMC)
02 General Dental Council (GDC)
03 General Optical Council (GOC)
04 Royal Pharmaceutical Society of Great Britain (RPSGB)
05 The Pharmaceutical Society of Northern Ireland (PSNI)
06 The Nursing and Midwifery Council (NMC)
07 Health Professions Council (HPC)
08 General Social Care Council (GSCC)
09 Scottish Social Services Council (SSSC)
10 Care Council for Wales (CCW)
11 Northern Ireland Social Care Council (NISCC)
12 General Osteopathic Council (GOsC)
13 General Chiropractic Council (GCC)
14 Royal College of Veterinary Surgeons (RCVS)
15 General Pharmaceutical Council (GPhC)
XX Not applicable/Not required (Default code)

DESCRIPTION

To identify the regulatory body for staff working in health and social care professions regulated by a statutory health or social care regulatory body.

NOTES

Code '00' must be used when any of the activity code fields (24, 27, 30) in the contract table have been coded 2A and any of the cost centre fields have been coded '01-08' or '29' and

1) The member of staff is not currently registered to practice with a statutory health or social care regulatory body or

2) it is not known whether the member of staff is currently registered to practice with a health or social care regulatory body or

3) the member of staff is registered to practice but with a professional body not listed in this field, as this field only collects information about registration with statutory health or social care regulatory bodies.

Institutions can complete this field for staff who, although registered to practice with a statutory health and social care regulatory body, do not work in a health or social care cost centre listed in the status of this field.

Code '15' The General Pharmaceutical Council (GPhC) replaced the Royal Pharmaceutical Society of Great Britain (RPSGB) as the regulator for pharmacists, pharmacy technicians and pharmacy premises on 27 September 2010. The General Pharmaceutical Council accredits and recognises pharmacy courses leading to registration and annotation, including Master of Pharmacy (MPharm) degrees leading to pre-registration then pharmacist registration.

Code '04' Royal Pharmaceutical Society of Great Britain (RPSGB) will be discontinued from 2011/12.

REASON REQUIRED To identify the appropriate regulatory body for staff currently registered to practice in medical, health and social care professions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	Ability to teach through the medium of Welsh	ABLWELSH	1

STATUS

This field must be completed with a valid code other than the default code when the contract held is with an institution in Wales **and any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

1 Able to teach through the medium of Welsh
2 Not able to teach through the medium of Welsh
9 Information not yet sought
X Not applicable/Not required (Default code)

DESCRIPTION

The Ability to teach through the medium of Welsh field will be used to indicate the proportion of staff that are able to teach through the medium of Welsh.

NOTES

Institutions should refer to the HEFCW for any guidance about the completion of this field.

Institutions in Wales not presently collecting this data are required to complete this field using code '9'.

Code '2 Not able to teach through the medium of Welsh' should be used when **any** of the Activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not able to teach through the medium of Welsh **and** the contract held is with an institution in Wales.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

REASON REQUIRED

To monitor the level of potential provision available through the medium of Welsh for institutions in Wales.

Field Nr.	Field Description	Field Abbrev'n	Field Length
19	Date left HEI	DATELEFT	8

STATUS This field must be completed with a valid code other than the default code when the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

DESCRIPTION The Date left HEI should be shown as the date in respect of which the last salary payment was made.

NOTES Date left HEI should be completed with a date other than the default for all members of staff leaving the HEI (because they have left the institution, not just a contract).

A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22' in field 20 Leaving destination, unless they are immediately re-employed in an institution's service.

Only staff who have left all contracts of employment with the HEI should have a leaving date returned in this field.
A member of staff whose contract has ended but has immediately started another contract, and therefore has not left the HEI should be returned using the default code.

For staff for whom more than one contract has been returned in the contract table and one of these contracts has come to an end, the default should be returned if they are still employed in institutional service under one or more other contracts.

Code '20110731' should be returned when the member of staff left the HEI in the previous reporting period (1 August 2010 - 31 July 2011) and date left HEI is not known.

Default code '99991231' must be used for staff that have not left the HEI.

Default code '99991231' can be used for atypical staff.

REASON REQUIRED To terminate an individual's inclusion in the HESA Staff Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
20	Leaving destination	LEDEST	2

STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

VALID ENTRIES

01 Another HEI in UK
02 HEI in an overseas country
03 Other education institution in UK
04 Other education institution in an overseas country
05 Research institution in the UK
06 Research institution overseas
07 Student in UK
08 Student in an overseas country
09 NHS/General medical or general dental practice in UK
10 Health service in an overseas country
11 Other public sector in UK
12 Private industry/commerce in UK
13 Self-employed in UK
14 Other employment in UK
15 Other employment in an overseas country
21 Not in regular employment
22 Retirement
31 Death
99 Not known
XX Not applicable/Not required (Default code)

DESCRIPTION

The Leaving destination field denotes the destination of the member of staff after leaving the employment of the institution.

NOTES

A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22', unless they are immediately re-employed in an institution's service.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be used.

Where it appears that two codes are equally applicable, the nearest to '01' should be given.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' must be used for all members of staff who have not left all contracts of employment with the HEI.

Default code 'XX' can be used for atypical staff.

REASON REQUIRED To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of HE staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length
21	Not used	RESACT	1

STATUS Compulsory

VALID ENTRIES

X Default value

NOTES Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Institutions are required to return 'X' in this field. The background regarding why this information is no longer collected is described in the 2007/08 Staff collection supporting documents

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Not used	UOA	3

STATUS Compulsory

VALID ENTRIES

XXX Default value

NOTES Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'XXX'.

Institutions are required to return 'XXX' in this field. The background regarding why this information is no longer collected is described in the 2007/08 Staff collection supporting documents

Field Nr.	Field Description	Field Abbrev'n	Field Length
23	Not Used	TOTSAL	7

STATUS Compulsory.

VALID ENTRIES

9999999 Not used

NOTES Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded '9999999'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
24	Disability 1	DISABLE1	2

STATUS This field must be completed with a valid code for all staff.

VALID ENTRIES

00 No known disability
51 Specific learning disability (such as dyslexia or dyspraxia)
52 General learning disability (such as Down's syndrome)
53 Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
54 Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
55 Mental health condition (such as depression or schizophrenia)
56 Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
57 Deaf or serious hearing impairment
58 Blind or serious visual impairment
96 Other type of disability
97 Question not answered

DESCRIPTION The Disability field indicates if the staff member is disabled and the type of disability.

NOTES Disability is recorded on the basis of the staff member's own self-assessment.

Code 00 'No known disability' should be returned when the member of staff indicates that they do not have a disability.

Codes 51, 52, 53 are all types of learning disability/difficulty or cognitive impairment.

Only serious visual impairments are covered by the Disability Discrimination Act (DDA). For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the DDA; neither is a simple inability to distinguish between red and green.

The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the DDA. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the DDA. For more information see the Secretary of State's Revised Guidance on the definition of disability, <A HREF="http://www.dotheduty.org/files/DRC_Evidence_Gathering_

Guidance.pdf">The Disability Equality Duty.</A>

Although there is no requirement to resurvey staff annually or biennially, institutions should be aware that if they choose to resurvey their staff then these fields should be updated even if the member of staff declares a disability in the first instance and then not when resurveyed.

REASON REQUIRED For monitoring levels and trends in employment in HE by particular groups in order that institutions can meet their obligations under the Disability Equality Duty.

Field Nr.	Field Description	Field Abbrev'n	Field Length
25	Disability 2	DISABLE2	2

STATUS

This field must be completed with a valid code for all staff.

VALID ENTRIES

51 Specific learning disability (such as dyslexia or dyspraxia)
52 General learning disability (such as Down's syndrome)
53 Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
54 Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
55 Mental health condition (such as depression or schizophrenia)
56 Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
57 Deaf or serious hearing impairment
58 Blind or serious visual impairment
96 Other type of disability
XX Default code

DESCRIPTION

The Disability field indicates if the staff member is disabled and the type of disability.

NOTES

Disability is recorded on the basis of the staff member's own self-assessment.

Codes 51, 52, 53 are all types of learning disability/difficulty or cognitive impairment.

Only serious visual impairments are covered by the Disability Discrimination Act (DDA). For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the DDA; neither is a simple inability to distinguish between red and green.

The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the DDA. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the DDA. For more information see the Secretary of State's Revised Guidance on the definition of disability, <A HREF="http://www.dotheduty.org/files/DRC_Evidence_Gathering_Guidance.pdf">The Disability Equality Duty.</A>

Default code XX should be used where a staff member only has one disability.

Default code XX should be used where DISABLE1 completed with 00 or 97.

Although there is no requirement to resurvey staff annually or biennially, institutions should be aware that if they choose to resurvey their staff then these fields should be updated even if the member of staff declares a disability in the first instance and then not when resurveyed.

REASON REQUIRED For monitoring levels and trends in employment in HE by particular groups in order that institutions can meet their obligations under the Disability Equality Duty.