

	<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1		Record type indicator	RECID	5
2		HESA institution identifier	INSTID	4
3		Campus identifier	CAMPID	1
4		Module title	MTITLE	80
5		Module identifier	MODID	12
6		Proportion of FTE	FTE	5
7		Proportion not taught by this institution	PCOLAB	5
8		Credit transfer scheme	CRDTSCM	1
9		Credit value of module	CRDTPTS	3
10		Level of credit points	LEVLPTS	1
11		Module length	MODLEN	2
12		Cost centre 1	COSTCN01	2
13		Subject area of study 1	SBJ01	4
14		Proportion of subject 1	SBJPER01	5
15		Cost centre 2	COSTCN02	2
16		Subject area of study 2	SBJ02	4
17		Proportion of subject 2	SBJPER02	5
18		Not used	VLEVEL	2
19		Other institution providing teaching 1	TINST1	7
20		Not used	GLHRS	5
21		Cost centre 3	COSTCN03	2
22		Subject area of study 3	SBJ03	4
23		Proportion of subject 3	SBJPER03	5
24		Cost centre 4	COSTCN04	2
25		Subject area of study 4	SBJ04	4
26		Proportion of subject 4	SBJPER04	5

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1	Record type indicator	RECID	5

**STATUS** Compulsory.

**VALID ENTRIES** 06013 Module record.  
06113 Students on low credit-bearing courses - English and Welsh institutions only (Module record).

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

**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	HESA institution identifier	INSTID	4

**STATUS** Compulsory.

**VALID ENTRIES**

- 0001 The Open University.
- 0002 Cranfield University.
- 0003 Royal College of Art.
- 0006 The Royal College of Nursing.
- 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.
- 0015 Dartington College of Arts.
- 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 College of Higher Education.
- 0030 Ravensbourne College of Design and Communication.
- 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 St Martin's College.
- 0039 St Mary's University College, Twickenham.
- 0040 Leeds Trinity and All Saints.
- 0041 Trinity Laban.
- 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 The University of Teesside.  
0080 Thames Valley University.  
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 The North-East Wales Institute of Higher Education.  
0089 University of Wales Institute, Cardiff.  
0090 University of Glamorgan.  
0091 Swansea Institute of Higher Education.  
0092 Trinity College, Carmarthen.  
0095 University of Abertay Dundee.  
0096 Edinburgh College of Art.  
0097 Glasgow School of Art.  
0100 Queen Margaret University, Edinburgh.  
0101 The Royal Scottish Academy of Music and Drama.  
0104 The Robert Gordon University.  
0105 The University of Paisley.  
0106 Glasgow Caledonian University.  
0107 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 & 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 The University of Wales, Lampeter.  
 0177 Aberystwyth University.  
 0178 Bangor University.  
 0179 Cardiff University.  
 0180 Swansea University.  
 0182 Royal Welsh College of Music and Drama.  
 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 School of Art and Design.  
 0192 Cumbria Institute of the Arts.  
 0193 Stranmillis University College.  
 0194 St. Mary's University College.  
 0195 Royal Agricultural College.  
 0196 UHI Millennium Institute.  
 0197 The Arts Institute at Bournemouth.  
 0198 Bell College.  
 0199 Conservatoire for Dance and Drama.  
 0200 Birmingham College of Food, Tourism and Creative  
 Studies.  
 0201 Courtauld Institute of Art.  
 0202 London Metropolitan University.  
 0203 The University of Buckingham.  
 0204 The University of Manchester.  
 0205 Heythrop College.  
 0206 The University College for the Creative Arts at  
 Canterbury, Epsom, Farnham, Maidstone, Rochester.  
 0207 Leeds College of Music.  
 0208 Guildhall School of Music & Drama.  
 0209 The Liverpool Institute for Performing Arts.

**DESCRIPTION**

The institution identifier of the reporting institution. The institution is identified by two fields, field 2, HESA institution identifier (a four digit number relating to the institution) and field 3, Campus identifier, a single alphanumeric character. The Campus identifier character 'A' will be designated the default for the whole institution.

**NOTES**

For courses taught outside the HEI, the location of the collaborating or franchised college will be sought in other fields and should not be returned under this field.

**EXAMPLE**

0113 Brunel University.

**REASON REQUIRED** To identify source of record; used by HESA and all Statutory Customers to identify institution of student.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Campus identifier	CAMPID	1

**STATUS** Compulsory.

**VALID ENTRIES** A 1 character code.

**DESCRIPTION** The Campus identifier is the second part of the institution identifier: please also see the description of field 2, HESA institution identifier.

**NOTES** The guidance for the current Campus identifier Field 3 CAMPID has been changed, to show distinct physical site only.

Institutions should use Field 166, Institution's own campus identifier, to identify groups of students, such as nurses or continuing education students, for their own purposes, since these may not be mutually exclusive to the strengthened requirement for field 3, Campus identifier.

The criteria for assessing whether a campus identifier is appropriate are as follows:

- A separate campus identifier should be used if a substantial number of students are studying on a campus at a substantial distance from where the main institution is based, such that it would be regarded as not being in the same city/town. Greater London can be treated as a single entity. This is to facilitate analysis of geographic patterns of study.
- A separate campus identifier should be used when a merger takes place, to identify any merged institutions as separate campuses if they fit the criteria specified.
- Campus identifiers can only be used where a student can be associated with a single site. It is recognised that because of the flexibility of study patterns adopted by some institutions, it will be impossible to say categorically that some students are assigned to a particular campus.
- Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution or main campus.
- HEFCE expect separate campus identifiers for any part of the institution funded separately e.g. 0151 London



University - Senate Institutes.

An institution that wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Only those CAMPID codes submitted to HESA as part of the [Campus Information System](#) can be returned in this field.

**REASON REQUIRED** To allow breakdown by campus, and hence geographical location of study, for multi-campus institutions.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
4	Module title	MTITLE	80

**STATUS** Compulsory.

**VALID ENTRIES** Up to 80 textual characters.

**DESCRIPTION** The 'Module title', as determined by the institution. The term 'Module title' in this context relates to the specific module which in turn can be a component in many courses.

**NOTES** Although a compulsory field, this field will not be subject to specific checks regarding its validity. The only validation checks will be that the field contains at least one character.

**REASON REQUIRED** To facilitate HESA cross-checking with institutions.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
5	Module identifier	MODID	12

**STATUS** Compulsory.

**VALID ENTRIES** 12 character module identifiers.

**DESCRIPTION** The Module identifier links the student record and the module record. There must be an entry for every module that is entered into the student record, fields 85-100 Module identifier, with a matching identifier.

**NOTES** For Welsh institutions only, there is a requirement to indicate in the module identifier whether the module is available wholly or in part through the medium of Welsh. This is by decision of the Welsh Funding Councils, after consultation with Welsh institutions.

For Welsh institutions the module identifier should have a last character 'W' if the module is 'available wholly or in part through the medium of Welsh'. Any other last character will be taken as meaning not so available.

**REASON REQUIRED** To allow linkage with the student record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Proportion of FTE	FTE	5

**STATUS** Compulsory.

**VALID ENTRIES** A percentage in the range 000.1 to 100.0.

**DESCRIPTION** The Proportion of FTE indicates the proportion of a full time equivalent year attributed to the module. It shows the proportion of a year's full-time study for this qualification aim that the module would represent.

**NOTES** This field, together with field 74, Student FTE, endeavours to capture more sensitive information than has previously been available about students whose study pattern cannot be categorised as typically 'full-time', i.e. equivalent in total to 1 FTE per year. It provides a numerical measure of the contents of field 70, Mode of study. It does not seek to record the 'teaching load', nor the 'contact time' associated with a student or the programme of study, nor the 'learning hours', since each of these quantities is subject to variation between institutions, and cannot be related to a national norm. No weighting should be given, therefore, to take account of the resourcing requirements of different modules.

For institutions operating a credit points system, the proportion of FTE can be calculated from the number of credit points that may be obtained from the module compared with the number of credit points obtainable for that year of the programme of study. Proportion of FTE can also be calculated by reference to a conventional full-time student following the qualification aim. For example, if it is the institution's normal requirement that a student should complete 12 (equally-weighted) modules for a degree which would typically take 3 years for a normal full-time student, then each module would have proportion of FTE calculated as 25% (025.0). For degrees requiring 12 (equally-weighted) modules over 4 full-time years, each would have proportion of FTE calculated as 33% (033.0). This could serve as a benchmark for calculating the FTE of non-standard modules, or modules falling within other programmes of study. For professional courses, the advice of the professional awarding body can be sought. Otherwise institutions are asked to make an academic judgement in relating the module to another module of a similar level, and similar academic subject category, which

can be related to a 'standard' full-time programme of study. HESA accepts that the full-time equivalence will not be exact in all cases, but the aim is to give a better approximation than the use of arbitrary conversion factors. It is recognised that the actual student FTE associated with a programme of study may not simply be the aggregation of all modules followed by that student, and it is not expected that there will always be a precise correspondence between the aggregate 'proportion of FTE' fields and the student FTE field (field 74 of the student record).

(See also notes of guidance in C06011 Supplementary Information relating to Field 74, Student FTE.)

**REASON REQUIRED** To support student load calculations.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Proportion not taught by this institution	PCOLAB	5

**STATUS** Compulsory.

**VALID ENTRIES** A percentage in the range 000.0 to 100.0.

**DESCRIPTION** The Proportion not taught by this institution indicates the percentage of the module for which other arrangements for teaching have been made, e.g. taught collaboratively between two institutions. The percentage represented by this field denotes the proportion not taught by the returning institution.

**NOTES** If this field is anything but 000.0 indicating that some part of the module is taught elsewhere, field 19, Other institution providing teaching 1, must be completed.

This field relates to the proportion not taught by the reporting institution's staff, and not the location at which the teaching takes place. However it is expected that in cases where this field is coded greater than 000.0, then field 71, Location of study, would be coded 2 or 3 'collaborative or franchised course/programme'.

**REASON REQUIRED** To monitor patterns of collaborative study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Credit transfer scheme	CRDTSCM	1

**STATUS** Compulsory

**VALID ENTRIES**

- 1 England and Northern Ireland (CATS).
- 2 Scotland (SCOTCAT).
- 3 CQFW credit framework.
- 6 LSDA credit framework.
- 7 Other scheme.
- 8 Own scheme.
- 9 No scheme.

**DESCRIPTION** This field denotes the credit point transfer scheme that field 9, Credit value of module, and field 10, Level of credit points, apply to.

**NOTES** Credit accumulation and transfer schemes allow students to collect credit for work already completed, if they decide to terminate their study before achieving a complete award. If and when they resume their studies, not necessarily at the previous institution, they may be able to carry forward the credits from their previous study.

HESA may seek extra information about schemes coded 7 or 8.

Programmes of study which do not have a credit transfer scheme should be coded 9 'No scheme'.

Welsh institutions cannot use code 9 'No scheme'.

For institutions in Scotland this field must be coded 2 Scotland (SCOTCAT). The only exception to this rule is students coded 02, 04, 06 and 14 in Field 41, Qualification aim of student, who can be coded 9 'No scheme' in this field.

**REASON REQUIRED** To identify and monitor the use of credit transfer schemes and to monitor the actual flow of credits.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Credit value of module	CRDTPTS	3

**STATUS** Compulsory.

**VALID ENTRIES** A number in the range 000 - 999.

**DESCRIPTION** This field indicates the number of credit points a student gains on successful completion of the module.

**NOTES** Code 999 should be used for programmes of study which do not have a credit transfer scheme (code 9, 'No scheme', in field 8, Credit transfer scheme).

In addition,

a) Institutions in England and Northern Ireland may use code 999 as a default for all programmes of study, and it is suggested that this default is used for schemes coded 7 or 8 in field 8, Credit transfer scheme.

b) Institutions in Scotland must use code 999 for schemes coded 9 in field 8, Credit transfer scheme.

c) Institutions in Wales cannot use code 999.

Fractional credit points should be rounded to the nearest whole number.

**REASON REQUIRED** To identify and monitor the use of credit transfer schemes and to monitor the actual flow of credits.



Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Level of credit points	LEVLPTS	1

**STATUS** 'Level of credit points' compulsory if field 9, Credit value of module, has been completed with a code other than 999.

**VALID ENTRIES**

- 0 Entry level.
- 1 HE Certificate/NVQ Level 4 or equivalent.
- 2 HE Intermediate.
- 3 HE Honours.
- 5 Undergraduate unspecified.
- 6 HE Masters.
- 7 HE Doctorate.
- 9 Not applicable.
- A NVQ Level 1 or equivalent.
- B NVQ Level 2 or equivalent.
- C NVQ Level 3 or equivalent.
- D HND/Diploma HE.
- E Ordinary degrees.

**DESCRIPTION** This is used to record the level of the credit points given in field 9, Credit value of module.

**NOTES** If the points relate to more than one level, please enter the code for the level which accounts for the largest number of points (or if they are equal, enter the code for the higher level).

Codes D and E can only be used by institutions in Scotland.

For institutions in Scotland, graduate diplomas or certificates should be coded either 3 'HE Honours' or E 'Ordinary Degrees' depending on the SCQF level of provision for the programme.

For institutions in Wales, please note that Codes 1, 2, 3, 6 and 7 in this field correspond to the Credit and Qualifications Framework for Wales (CQFW) Higher Education Qualifications Framework (HEQF) qualification levels C, I, H, M, D, and that Codes A, B and C correspond to the CQFW National Qualifications Framework (NQF) qualification levels Foundation, Intermediate and Advanced.

**REASON REQUIRED** To identify and monitor the use of credit transfer schemes and to monitor the actual flow of credits.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
11	Module length	MODLEN	2

**STATUS** Not compulsory.

**VALID ENTRIES** A number in the range 01 to 99.

**DESCRIPTION** This field should indicate the length of the module in weeks.

**REASON REQUIRED** Used by HEFCW and SFC.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
12	Cost centre 1	COSTCN01	2
15	Cost centre 2	COSTCN02	2

**STATUS** Cost centre 1 compulsory; 2 not compulsory.

<b>VALID ENTRIES</b>	
01	Clinical Medicine.
02	Clinical Dentistry.
03	Veterinary Science.
04	Anatomy and Physiology.
05	Nursing and Paramedical Studies.
06	Health and Community Studies.
07	Psychology and Behavioural Sciences.
08	Pharmacy and Pharmacology.
10	Biosciences.
11	Chemistry.
12	Physics.
13	Agriculture and Forestry.
14	Earth, Marine and Environmental Sciences.
16	General Engineering.
17	Chemical Engineering.
18	Mineral, Metallurgy and Materials Engineering.
19	Civil Engineering.
20	Electrical, Electronic and Computer Engineering.
21	Mechanical, Aero and Production Engineering.
23	Architecture, Built Environment and Planning.
24	Mathematics.
25	IT and Systems Sciences, Computer Software Engineering.
26	Catering and Hospitality Management.
27	Business and Management Studies.
28	Geography.
29	Social Studies.
30	Media Studies.
31	Humanities and Language Based Studies.
33	Design and Creative Arts.
34	Education.
35	Modern Languages.
37	Archaeology.
38	Sports Science and Leisure Studies.
41	Continuing Education.
99	Cost centre not assignable.

**DESCRIPTION** Fields 12 - 17 should be considered as a block of related information.

The Cost centre is a two digit number indicating the

academic cost centre in which the subject is being taught. It is up to institutions to decide whether or not to return details of cost centres which are contributing teaching/learning amounting to less than 5% of the proportion of the module.

For institutions in England, Wales and Northern Ireland up to two cost centres may be returned with input to the current year of the module, identifying the main subject areas and the proportion of input of each.

For institutions in Scotland up to four cost centres may be returned with input to the current year of the module, identifying the main subject areas and the proportion of input of each (see fields 21 and 24 Cost centre 3 and 4, fields 22 and 25 Subject area of study 3 and 4, and fields 23 and 26 Proportion of subject 3 and 4).

## NOTES

Field 12, Cost centre 1, is linked to field 13, Subject area of study 1, and field 14, Proportion of subject 1. Subsequently links apply for a second cost centre.

Where 2 different subjects are taught in the same cost centre, there should be separate entries for each.

If more than two cost centres are needed the cost centres where most activity (proportion of module) takes place must be coded: others must be ignored. This implies that if two cost centres are coded here, then the sum of the proportions of the module may not necessarily sum to 100% and should be pro-rated so that the total becomes 100%.

These cost centres should have been agreed with the Funding Councils as outlined in the Circular 'The Allocation of Departments to Cost Centres' (Nov. 1994) and updated by HEFCE Request 97/25 'Assigning Departments to Academic Cost Centres' (Oct. 1997).

Cost centres 15 and 22 must not be used by institutions in England or Northern Ireland.

The cost centre should relate to where resources deployed to teach the student are located. Effectively the cost centre 'follows the money' and will be reconcilable with the institution's finance statistics return. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'General

Engineering' (16). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'Mathematics' (24).

Where a department 'buys in' the services of a member of staff based in a department in a non-academic cost centre, the cost centre to be returned would be that of the 'buying in' department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be 'General Engineering' (16).

The most important consideration in taking decisions about the attribution of students to cost centres should be the correspondence with the Finance record.

Where a part of the programme of study is taught other than by the reporting institution, expenditure related to this provision must be included against academic cost centres under Head 1 of Table 6 of the Finance Record. It has been agreed that the cost centres used on the Student Record should match this allocation, i.e. institutions should normally code cost centre according to the organising department at their institution. However, where the franchised out activity would constitute more than 20% of the organising department's student FTE, and the activity does not fit within the same cost centre as the organising department, then the activity and associated expenditure should be reported against the cost centre that most closely matches the academic content of the franchised out provision. Code 99 'Cost centre not assignable' should be used only in cases where it is not possible to allocate the activity to an academic cost centre e.g. where the appropriate cost centre is a non-academic cost centre. For institutions in England, HEFCE intend to make use of cost centres in their funding allocations. As such HEFCE have indicated that provision returned under code 99 'Cost centre not assignable' will be allocated to the lowest price group for funding.

#### Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or

removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in [index.php?option=com\\_content&task=view&id=492&Itemid=233](index.php?option=com_content&task=view&id=492&Itemid=233)>Cost Centres Summary</A>.

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Student Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

#### **EXAMPLE**

An applied physics module may be taught 80% in the physics cost centre and 20% in the information technology and systems sciences cost centre. This could be coded as follows:

	Cost centre	Subject area	Proportion
1	(12) Physics	(13) F310 (applied physics)	(14) 080.0
2	(15) Information technology and system sciences	(16) F310 (applied physics)	(17) 020.0

(Note the numbers in brackets relate to the field numbers in the record.)

#### **REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Subject area of study 1	SBJ01	4
16	Subject area of study 2	SBJ02	4

**STATUS** Subject area of study 1 compulsory, 2 compulsory if corresponding cost centre 2 completed.

**VALID ENTRIES** Please refer to the JACS classification of academic subjects.

**DESCRIPTION** Fields 12 - 17 should be considered as a block of related information.

The Subject area of study is an up to four character subject area identifier for the subject areas for the current year of the study programme/course.

**NOTES** An entry is required for each subject area of study of the module regardless of whether this subject area of study is taught by the reporting institution or not.

As a result of the joint UCAS/HESA Subject Code Harmonisation Project, it is intended that at the subject or module level all subjects should be classified within the JACS hierarchical academic subject structure. Therefore the use of JACS codes will be compulsory in completion of Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13 and 16 in the HESA Module Record). The generic codes which consist of a subject group and letter and Y000 which can be used in Fields 43 - 46 Subject of qualification aim to describe a truly interdisciplinary programme cannot be used in Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13 and 16 in the HESA Module Record.

An entry is required for each subject area of study undertaken by the student during the reporting period, regardless of whether this subject area of study is taught by the reporting institution or not.

A breakdown at programme of study level will be acceptable for students out on placement or exchange out.

Institutions may continue to code to principal subject level only. The extension to field length 4, however, will allow for a full coding if required.

For institutions returning in ASCII fixed length format, the field should be padded with trailing spaces (left justified).

**EXAMPLE**

See field 12, Cost centre 1, for an example.

**REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.



Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Proportion of subject 1	SBJPER01	5
17	Proportion of subject 2	SBJPER02	5

**STATUS** Proportion of subject 1 compulsory, 2 compulsory if corresponding cost centre 2 completed.

**VALID ENTRIES** A percentage in the range 000.1 to 100.0.

**DESCRIPTION** Fields 12-17 should be considered as a block of related information.

The Proportion of subject indicates the percentage of the module that the appropriate subject and cost centre make up. These proportions (fields 14, 17, 23 and 26) must equal 100%.

**NOTES** Where the sum of proportions (fields 14, 17, 23 and 26) does not equal 100% (e.g. because of the exclusion of cost centres contributing less than 5% of the teaching/learning) then the proportion of the subjects shown should be pro-rated so that the total becomes 100%. However, there will be a tolerance of totals between 98% and 102%.

There should be an entry in fields 12-17 and 21-26 for any part of the module not taught by the reporting institution. Field 7, Proportion not taught by this institution, is a subset included within fields 12-17 and 21-26.

Fields 12-17 and 21-26 describe the whole of the current year of the module.

The sum of the proportions of fields 12-17 and 21-26 together with field 7, Proportion not taught by this institution, will therefore exceed 100% for all cases where field 7, Proportion not taught by this institution, is greater than zero.

**EXAMPLE** See field 12, Cost centre 1, for an example and notes.

**REASON REQUIRED** To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

<b>Field Nr.</b>	<b>Field Description</b>
18	Not used

<b>Field Abbrev'n</b>	<b>Field Length</b>
VLEVEL	2

**STATUS** Not used.

**VALID ENTRIES** .

**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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to it's entire length.

In the case of Comma Separated returns the field should be blank, i.e. the comma's separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length
19	Other institution providing teaching	TINST1	7

**STATUS** Compulsory where field 7, Proportion not taught by this institution, is not equal to 000.0 and field 165/150, Collaboration/Franchising is coded 2 or 3.

**VALID ENTRIES**

1512521 Belfast Institute of Further and Higher Education.

2510201 North West Institute of Further and Higher Education.

2511801 Fermanagh College of Further Education.

2512001 Limavady College of Further and Higher Education.

2512401 Omagh College of Further Education.

3515101 Northern Ireland Hotel and Catering College.

3516104 Causeway Institute of Further and Higher Education.

3516105 North East Institute of Further and Higher Education.

3516106 East Antrim Institute of Further and Higher Education.

4001 Other UK institution.

4002 Other Non-UK institution.

4003 Other public body in the UK.

4004 Other private body in the UK.

4510601 Lisburn Institute of Further and Higher Education.

4513801 Castlereagh College of Further and Higher Education.

4514101 North Down and Ards Institute of Further and Higher Education.

4516107 East Down Institute of Further and Higher Education.

5160057 North Highland College (formerly Thurso Technical College).

5160553 Inverness College.

5160650 Sabhal Mor Ostaig.

5260051 Moray College.

5260159 Banff and Buchan College of Further Education.

5261651 Aberdeen College.

5360056 Angus College.

5360455 Perth College.

5360552 Dundee College.

5460050 Fife College of Further and Higher Education.

5460158 Glenrothes College.

5460255 Elmwood College.  
5460352 Lauder College.  
5511101 Armagh College of Further Education.  
5512301 East Tyrone College of Further and Higher  
Education.  
5512901 Newry and Kilkeel Institute of Further and Higher  
Education.  
5516103 Upper Bann Institute of Further and Higher  
Education.  
5560055 Oatridge Agricultural College.  
5560357 Edinburgh's Telford College (formerly Telford  
College of Further Education).  
5560454 Stevenson College Edinburgh.  
5560659 West Lothian College.  
5560756 Jewel and Esk Valley College.  
5575230 Newbattle Abbey College.  
5660459 Borders College.  
5760054 Clackmannan College of Further Education.  
5760259 Falkirk College of Further and Higher Education.  
5960150 Barony College.  
5960258 Dumfries and Galloway College.  
6002757 Orkney College.  
6103650 Shetland College.  
6232655 Lews Castle College.  
8260275 Kilmarnock College.  
8260354 Ayr College.  
8360057 Clydebank College.  
8360154 Cumbernauld College.  
8460051 Anniesland College.  
8460256 Cardonald College.  
8460353 Central College of Commerce.  
8460450 Glasgow College of Building and Printing.  
8460558 Glasgow College of Food Technology.  
8460655 Glasgow College of Nautical Studies.  
8460957 Langside College Glasgow.  
8461155 Stow College.  
8461652 South Lanarkshire College (formerly  
Cambuslang College).  
8462356 John Wheatley College.  
8462453 North Glasgow College.  
8560056 Coatbridge College.  
8560153 Motherwell College.  
8560250 Bell College.  
8660352 Reid Kerr College.  
8660557 James Watt College of Further and Higher  
Education.  
9001 Aberdare College.  
9002 Afan College.

9003 Barry College.  
 9004 Bridgend College.  
 9005 Coleg Sir Gar (formerly known as Carmathenshire College).  
 9006 Coleg Ceredigion.  
 9007 Deeside College.  
 9008 Coleg Glan Hafren.  
 9009 Gorseinon College.  
 9010 Coleg Gwent.  
 9012 Coleg Llandrillo.  
 9013 Coleg Llysfasi.  
 9014 Coleg Meirion-Dwyfor.  
 9015 Merthyr Tydfil College.  
 9016 Neath Port Talbot College.  
 9017 Pembrokeshire College.  
 9018 Pencoed College.  
 9020 Pontypridd College.  
 9021 Coleg Powys.  
 9023 St David's Catholic College.  
 9024 Swansea College.  
 9025 Welsh College of Horticulture.  
 9026 Yale College.  
 9027 Ystrad Mynach College.  
 9028 Coleg Harlech / WEA (North Wales).  
 9031 YMCA.  
 9032 Coleg Menai.

ABING	Abingdon College.
ACBDG	Adult College of Barking and Dagenham.
ACBEX	Adult Education College for Bexley.
ACCRO	Accrington and Rossendale College.
ACKLA	Acklam Sixth Form College.
ACTIVE	ACTIVE (Association of Community Training Initiative for Vocational Education).
ADCLA	Adult College Lancaster.
AESLO	Arts Educational School, London.
AESTR	Arts Educational School.
AESWV	Wolverhampton Adult Education Service.
AIRWH	Airedale and Wharfedale College.
ALARA	Academy of Live and Recorded Arts.
ALTON	Alton College.
AMWYC	Amersham and Wycombe College.
AQUIN	Aquinas College.
ARNCA	Arnold and Carlton College.
ASHTN	Ashton under Lyne Sixth Form College.
ASKBR	Askham Bryan College of Agriculture and Horticulture.
ASSTD	Assa Training and Development Hub.
AYLES	Aylesbury College.

BARFI	Barnfield College.
BARKG	Barking College.
BARNT	Barnet College.
BAROF	Barrow in Furness Sixth Form College.
BARPE	Barton Peveril College.
BASEC	Basildon Adult Community College.
BASFD	Basford Hall College.
BASNG	Basingstoke College of Technology.
BBURN	Blackburn College.
BCCAE	Buckinghamshire County Council/Milton Keynes Continuing Education.
BDEDC	Bede Education Centre.
BDGCC	Building Crafts College.
BEAUC	Beauchamp College.
BECAD	Berkshire College of Art and Design.
BECCC	Beacon Community College.
BEDEC	Bede College.
BEDFD	Bedford College of Higher Education.
BEVER	East Riding College.
BEXHL	Bexhill College.
BEXLY	Bexley College.
BFRSC	Blackfriars Settlement.
BFYLD	Blackpool and The Fylde College.
BHSCC	Belvoir High School and Community Centre.
BICTN	Bicton College of Agriculture.
BILBR	Bilborough Sixth Form College.
BIRAE	Birmingham LEA - Adult Education.
BIRKN	Birkenhead Sixth Form College.
BISBU	Bishop Burton College.
BKHST	Brackenhurst College.
BKLSF	Blackpool Sixth Form College.
BKNEL	Bracknell College.
BLAKE	Blake College.
BLGHC	Burleigh Community College.
BLNSF	Bolton Sixth Form College.
BLSTN	Bilston Community College.
BMFTC	Birmingham College of Food, Tourism and Creative Studies.
BMYCS	Bridgemary Community School.
BNSLY	Barnsley College.
BOLCL	Bolton College.
BOSTO	Boston College.
BPCFE	Bournemouth and Poole College of Further Education.
BPOAD	Bournemouth and Poole College of Art and Design.
BRAEC	Bromley Adult Education College.
BRAIN	Braintree College.

BRANS Branston School and Community College.  
 BRCCL Bristol City Council Community Education Service.  
 BRIDG Bridgwater College.  
 BRIHO Brighton, Hove and Sussex Sixth Form College.  
 BRILK Bradford and Ilkley Community College.  
 BRITE City College Brighton and Hove.  
 BRKAH Berkshire College of Agriculture.  
 BRKLD Brooklands College.  
 BRKSY Brooksby College.  
 BRMAE Bournemouth Adult Education Service.  
 BRMSL Birmingham and Solihull Hub.  
 BRNLY Burnley College.  
 BROCK Brockenhurst College.  
 BROML Bromley College of Further and Higher Education.  
 BROOM Broomfield College.  
 BROXT Broxtowe College, Nottingham.  
 BRUNL Brunel College of Arts and Technology.  
 BSHAU Bishop Auckland College.  
 BSLDN Basildon College.  
 BSNCE Barnsley Community Education.  
 BTAES Brent Adult and Community Education Service.  
 BTECC North Essex Adult Community Education.  
 BURTN Burton upon Trent Technical College.  
 BURYC Bury College.  
 BUSHC Bushfield Community School.  
 BVILL Bournville College of Further Education.  
 BYCES Bury Lifelong Learning.  
 CADBU Cadbury Sixth Form College.  
 CADED Chessington Adult Education Services Ltd.  
 CALDE Calderdale College.  
 CALEC CALTEC.  
 CAMAH Cambridgeshire College of Agriculture and Horticulture.  
 CAMRE Cambridge Regional College.  
 CANCH Cannock Chase Technical College.  
 CANGT Cannington College.  
 CAPEL Capel Manor Horticultural and Environmental Centre.  
 CARLI Carlisle College.  
 CARML Carmel College.  
 CARNE Cardinal Newman College.  
 CARSH Carshalton College.  
 CATCB Cathedral Centre - Bradford.  
 CBHOC Cambridge House AEC.  
 CCEED College of Care and Early Education.  
 CCETS Croydon Continuing Education and Training

Service.

CCSAP	Cumbria Corporate Services Adult Provision.
CCSEN	Cambridgeshire Community Education - Adult Special Educational Needs.
CECBW	Bath and North East Somerset Adult and CES.
CELWS	Lewisham Community Education.
CESCB	Central School of Ballet.
CGNCC	Chapel Green Community Centre.
CHAKE	Charles Keene College of Further Education.
CHELM	Chelmsford College.
CHICH	Chichester College of Arts, Science and Technology.
CHIPP	Chippenham College.
CHKIN	Christ the King Sixth Form College.
CHSAE	Adult Community College Chelmsford.
CHSTF	Chesterfield College.
CHYCL	Challney Community College.
CIREN	Cirencester College.
CLARN	New College, Nottingham/Clarendon College.
CLEVE	Redcar and Cleveland LEA/Hartlepool, Middlesbrough and Stockton AES.
CLHIN	Colchester Institute.
CLLHS	Hammersmith Community Learning and Leisure.
CLMUS	Leeds College of Music.
CLNWL	College of North West London.
CLTER	Redcar and Cleveland College/Cleveland Tertiary College.
CLVAD	Cleveland College of Art and Design.
CLVCC	Claverham Community College.
CLVFE	Cleveland College of Further Education.
CNELO	College of North East London.
CNLES	Cornwall Adult Education Service.
CNTBY	Canterbury College.
COALV	Stephenson College/Coalville Technical College.
COCED	College of Continuing Education in Walsall.
COLCH	Adult Community College, Colchester.
CORDW	Cordwainers College.
CORNL	Cornwall College.
COULS	Coulsdon College.
COVTE	Coventry Technical College.
CPRCC	Castle Point and Rochford ACC.
CRAVN	Craven College.
CRICK	Cricklade College.
CROYD	Croydon College.
CRWLY	Crawley College.
CSOCE	Northumberland Community Education Service.



CSTCC Casterton Community College.  
 CTBRI City of Bristol College.  
 CTLIT City Literary Institute.  
 CTSUN City of Sunderland College.  
 CUMBR Cumbria College of Art and Design.  
 CVRCE Coventry City Council (Community Education Service).  
 CWRCT Cambridge Women's Resource Centre.  
 CYBAT City of Bath College.  
 CYCOL City College, Manchester.  
 CYISL City and Islington College.  
 CYLEE City of Leeds College of Music.  
 CYLVP Liverpool Community College.  
 CYWST City of Westminster College.  
 DARLN Darlington College of Technology.  
 DBCPA Doreen Bird College of Performing Arts.  
 DCCCE Derbyshire County Council/Derby City Council.  
 DCCES Durham County Council.  
 DEACL Devon Adult & Community Learning.  
 DELAS De La Salle College.  
 DERWE Derwentside College.  
 DEWSB Dewsbury College.  
 DONCA Doncaster College.  
 DORES Dorset Adult Education Service.  
 DORUH Dorset Ufl Hub.  
 DUDLY Dudley College of Technology.  
 DUKCC Dukeries Community College.  
 DUNST Dunstable College.  
 DURHA Durham College of Agriculture and Horticulture.  
 DVNTY Daventry Tertiary College.  
 EALIN Ealing Tertiary College.  
 EBERK East Berkshire College.  
 EBIRM East Birmingham College.  
 EBNAT Eastbourne College of Arts and Technology.  
 EBNSF Eastbourne Sixth Form College.  
 ECCLE Eccles College.  
 EDEVO East Devon College.  
 EDHCC East Durham and Houghall Community College.  
 EFACC Epping Forest AES.  
 ELADT East London Advanced Technology (ELATT).  
 ELFRB Elfrida Society.  
 ELMHU Elmhurst The School for Dance and Performing Arts.  
 EMTAE EMTA Engineering Sector Hub.  
 ENFIE Enfield College.  
 ENGNA English National Ballet School.

ENORF	East Norfolk Sixth Form College.
ENPLP	ENTA/The People's Learning Partnership Hub.
EPPIN	Epping Forest College.
ESHER	Esher College.
ESSEX	East Essex ACC.
ESTLH	Eastleigh College.
ESTON	Easton College.
ESURR	East Surrey College.
EVESH	Evesham College.
EWARW	Rugby College of Further Education/East Warwickshire College.
EXAES	Essex Adult Education Service.
EXETE	Exeter College.
EYORK	East Yorkshire College of Further Education.
FAREH	Fareham College.
FARHA	Farnham College.
FAXCS	Bowling Community College.
FBTEC	Farnborough College of Technology.
FCOTF	Farnborough College of Technology.
FHMCC	Fairham Community College.
FILTO	Filton College.
FIRCR	Fircroft College of Adult Education.
FRNKN	Franklin Sixth Form College.
FURNE	Furness College.
GATHD	Gateshead College.
GATWY	Gateway Sixth Form College.
GLOUC	Gloucestershire College of Arts and Technology.
GODAL	Godalming College.
GRANT	Grantham College.
GREPR	Greenbank Project.
GRHED	Greenhead College.
GRHIL	Greenhill College, Harrow.
GRMBY	Grimsby College.
GUILD	Guildford College of Further and Higher Education.
GYARM	Great Yarmouth College of Further Education.
HACKN	Hackney Community College.
HADLO	Hadlow College of Agriculture and Horticulture.
HALES	Halesowen College.
HALTN	Halton College.
HAMMO	Hammond School Ltd.
HAMSO	Hampshire and Solent Hub.
HAMWL	Hammersmith and West London College.
HANDS	City College, Birmingham/Handsworth College.
HARGT	Harrogate College of Arts and Technology.
HARRW	Harrow College.
HASTG	Hastings College of Arts and Technology.

HAVAN	Havant College.
HAVFE	Havering College of Further and Higher Education.
HAVSF	Havering Sixth Form College.
HAYWA	Haywards Heath College.
HBAIR	Hugh Baird College.
HCORT	Henry Cort Community School.
HDAES	Hillingdon Adult Education Service.
HEECF	Heeley City Farm.
HENCO	Henley College, Coventry.
HENDN	Hendon College.
HENHE	Henley College.
HERAH	Herefordshire College of Agriculture.
HEREW	Hereward College of Further Education.
HERTE	Herefordshire College of Technology.
HFDAD	Herefordshire College of Art and Design.
HIGHB	Highbury College of Technology.
HIGPE	High Peak College.
HILCT	Hillcroft College.
HILDE	Hilderstone College.
HILLS	Hills Road Sixth Form College.
HINCK	Hinckley College.
HIPAV	High Pavement Sixth Form College.
HLEYS	Hind Leys Community College.
HOLYC	Holy Cross College.
HOPWD	Hopwood Hall College.
HOUAE	Hounslow Adult Education.
HPGSI	Hampstead Garden Suburb Institute.
HPLFE	Hartlepool College of Further Education.
HPLSF	Hartlepool Sixth Form College.
HRFSF	Hereford Sixth Form College.
HRLOW	Harlow College.
HRTPY	Hartpury College.
HTREG	Hertford Regional College.
HUDTE	Huddersfield Technical College.
HULLC	Hull College.
HUMAE	East Riding of Yorkshire Council CES/Hull City Council AES/North Lincolnshire Council AES.
HUNEW	Huddersfield New College.
HUNTI	Huntingdonshire Regional College.
HVCAE	Havering College of Adult Education.
HWVHC	Hartcliffe and Withywood Ventures Ltd.
HYDEC	Hyde Clarendon College.
INTCP	International Cooperative College.
ISLEC	Iisle College.
ISLWT	Iisle of Wight College.
ITALI	Italia Conti Academy of Theatre Arts Ltd.
ITCHE	Itchen College.

IVHCC	Ivanhoe College.
JCHAM	Joseph Chamberlain Sixth Form College.
JLEGG	John Leggott Sixth Form College.
JMASO	Josiah Mason Sixth Form College.
JPRIE	Joseph Priestley College.
JRUSK	John Ruskin College.
JSPCC	John Spence Community School.
KEDNU	King Edward VI College, Nuneaton.
KEDST	King Edward VI College, Stourbridge.
KEIGH	Keighley College.
KENCH	Kensington and Chelsea College.
KENDA	Kendal College.
KESCO	King Edward VII Community College.
KGAES	Kingston Community Adult Education and Training.
KGEOR	King George V College.
KGSTN	Kingston College.
KIDDR	Kidderminster College.
KIRBY	Kirby College of Further Education.
KIRKL	Kirkley Hall College.
KMAUR	Kingston Maurward College.
KNLSY	Knowsley Community College.
KNTAE	Kent AES.
KSWAY	Kingsway College.
KWCES	Knowsley Community Education Service.
LACKH	Lackham College.
LAMBE	Lambeth College.
LAMDA	London Academy of Music and Dramatic Art.
LANMO	Lancaster and Morecambe College.
LATHA	Laine Theatre Arts.
LCSTR	Leicester College.
LEAEC	Leicester Adult Education College.
LEEAD	Leeds College of Art and Design.
LEEBU	Leeds College of Building.
LEEK	Leek College of Further Education and School of Art.
LEETE	Leeds College of Technology.
LEICH	Leicestershire Hub.
LEISO	Leicestershire South Consortium.
LEWES	Lewes Tertiary College.
LEYTN	Leyton Sixth Form College.
LGBNC	Longbenton Community College.
LMRCC	Lea Manor Community College.
LNELC	London Electronics College.
LNGRD	Long Road Sixth Form College.
LNSAE	Lincolnshire AE - Skegness.
LONGL	Longlands College of Further Education.
LORET	Loreto College.

LOUFE Loughborough College.  
 LPLESLiverpool LEA - Adult Education Service.  
 LPTSC Liverpool Theatre School & College.  
 LRNAV Connexions West of England (West of England  
 Learn Direct Hub).  
 LRNCD Learning Alliance South West Ltd/Cornwall and  
 Devon Hub.  
 LSDCC Longslade Community College.  
 LSFLD Leicester South Fields College.  
 LTNSF Luton Sixth Form College.  
 LUDLW Ludlow College.  
 LWSFT Lowestoft College.  
 LWSHM Lewisham College.  
 MACCL Macclesfield College of Further Education.  
 MACKW Mackworth College, Derby.  
 MADDN Midlands Academy of Dance and Drama.  
 MANAT Manchester College of Arts and Technology.  
 MANCP City Pride & Stockport Hub.  
 MANES Manchester Adult Education Service.  
 MARIN Marine Society College of the Sea.  
 MATRL MARI Training Ltd.  
 MBOUL Matthew Boulton College of Further and Higher  
 Education.  
 MCHES Mid Cheshire College of Further Education.  
 MDANY Margaret Danyers College.  
 MDBCE Mid-Bedfordshire Adult Education Consortium.  
 MDDCL Merseyside Dance and Drama Centre.  
 MDWAR Mid Warwickshire College.  
 MEDWA Medway Council (split provision).  
 MELMO Melton Mowbray College of Further Education.  
 MERFE Merton College.  
 MERSF Merton Sixth Form College.  
 MERWD Merrist Wood College.  
 MEXCC Mid Essex Adult Community College.  
 MIBRO Middlesbrough College.  
 MILTN Milton Keynes College.  
 MKENT Mid Kent College of Higher and Further  
 Education.  
 MKOBU Milton Keynes, Oxfordshire and  
 Buckinghamshire Hub.  
 MLMDL Millennium Dance 2000 Ltd.  
 MONKW Monkwearmouth College.  
 MORLE Morley College.  
 MOULT Moulton College.  
 MRIAE Merton Adult College.  
 MRTON Marton Sixth Form College.  
 MTRSC Manor Training and Resource Centre Ltd.  
 MWARD Mary Ward Centre.

MYERS Myerscough College.  
 NAKCE South Gloucestershire Council Community  
 Education.  
 NAMPT Northampton College.  
 NAREA North Area College.  
 NATIO National Sea Training College.  
 NBOLT North Bolton Sixth Form College.  
 NBROK Northbrook College, Sussex.  
 NCRES Northern College for Residential Adult  
 Education Ltd.  
 NDERB North Derbyshire Tertiary College.  
 NELCO Nelson and Colne College.  
 NELYM Newcastle under Lyme College.  
 NERIG Newton Rigg College.  
 NESUR North East Surrey College of Technology.  
 NEWAD Newcastle Continuing Education.  
 NEWFE Newham College of Further Education.  
 NEWOR North East Worcestershire College.  
 NEWSF Newham Sixth Form College.  
 NFKES Norfolk Adult Education Service (NCAT).  
 NHERT North Hertfordshire College.  
 NHLEA Northamptonshire LEA : Lifelong Learning  
 Services.  
 NHMES Newham Community Education Service.  
 NHWTC Newham Training and Education Centre.  
 NKCOL Norfolk College of Arts and Technology.  
 NLINC North Lincolnshire College.  
 NMBLD Northumberland College of Arts and  
 Technology.  
 NNOTT North Nottinghamshire College.  
 NOBAL Northern Ballet School.  
 NORRA Norton Radstock College.  
 NOTRE Notre Dame Sixth Form College.  
 NOXFO North Oxfordshire College and School of Art.  
 NPHEU Northgate and Prudhoe Hospitals Adult  
 Education Units.  
 NRWCH Norwich City College of Further and Higher  
 Education.  
 NSHRO Walford and North Shropshire College.  
 NTADE North Tyneside Adult Basic Education.  
 NTBED North Bedfordshire Adult Education Consortium.  
 NTBIRNorth Birmingham College.  
 NTDEV North Devon College.  
 NTLND North Lindsey College.  
 NTRAF North Trafford College of Further Education.  
 NTWAR North Warwickshire College of Technology and  
 Art.  
 NTYNE North Tyneside College.

NWBRY	Newbury College.
NWCAS	Newcastle College.
NWDUR	New College, Durham.
NWECL	North and West Essex Adult Community College.
NWKEN	North West Kent College of Technology.
NWPON	New College, Pontefract.
NWSHE	Newark and Sherwood College.
NWSWI	New College, Swindon.
NWTEL	New College, Telford.
NYKCC	North Yorkshire County Council.
OAKLA	Oaklands College.
ODRCB	Open Door Adult Learning Centre.
OLDFE	Oldham College.
OLDSF	Oldham Sixth Form College.
OLMCE	Oldham Youth and Community Education Service.
OLOVE	One Love.
ORPIN	Orpington College of Further Education.
OTLEY	Otley College of Agriculture and Horticulture.
OXCED	Oxford Adult Education.
OXFFE	Oxford College of Further Education.
OXSDR	Oxford School of Drama.
PARKL	Park Lane College.
PASTN	Paston Sixth Form College.
PBASN	Peterborough College Adult Special Needs.
PBORO	Peterborough Regional College.
PCOAE	Peterborough College of AE.
PENDL	Pendleton College.
PENWI	Penwith College.
PEOPL	People's College of Tertiary Education.
PERFO	Performers College.
PERSH	Pershore College of Horticulture.
PETLE	Peterlee College.
PIERT	Pier Training Shop.
PLATE	Plater College.
PLDCC	Portslade Community College.
PLMRS	Palmers College.
PLMTN	Plumpton College.
PLYEE	Plymouth College of Further Education.
PLYFE	Plymouth College of Art and Design.
PODTS	Poole Adult Education.
PORCE	Portchester Community Education.
PPAWE	Pre-school Learning Alliance.
PREST	Preston College.
PRIES	Priestley College.
PRIOR	Prior Pursglove College.
PRKCE	Park College, Eastbourne.

PRTFE	Portsmouth College.
PSYMO	Peter Symonds' College.
PUTCC	Putteridge Community College.
QELIZ	Queen Elizabeth Sixth Form College.
QMARY	Queen Mary's College.
RAWCC	Rawlins Community College.
RBIAE	Redbridge Institute of Adult Education.
RCOLL	College of Richard Collyer in Horsham.
READG	Reading College of Technology.
REASE	Reaseheath College.
REDAC	Reading Adult College.
REDBR	Redbridge College.
REIGA	Reigate College.
RHUIS	Richard Huish College.
RICHM	Richmond upon Thames College.
RIDGE	Ridge College.
RMACC	Richmond Adult and Community College.
ROCKG	Rockingham College of Further Education/Dearne Valley College.
RODBA	Rodbaston College.
ROHAM	Rotherham College of Arts and Technology.
ROHCC	Roundhill Community College.
ROMBC	Rochdale Learning Network.
ROVAL	Rother Valley College.
ROWLY	Rowley Regis College.
RUNSH	Runshaw College.
RUSKN	Ruskin College.
RUTLA	Rutland Sixth Form College.
RYCOT	Rycotewood College.
RYLFO	Royal Forest of Dean College.
SALFD	Salford College.
SALIS	Salisbury College.
SANCS	Myrrh Ltd.
SANDW	Sandwell College.
SBKCC	Sharnbrook Community College.
SBRIS	South Bristol College.
SCARB	Scarborough Sixth Form College.
SDOWN	South Downs College.
SEDCO	South East Derbyshire College.
SEEAT	South East Essex College of Arts and Technology.
SEESF	South East Essex Sixth Form College/Seevic College.
SELBY	Selby College.
SFCOL	Sixth Form College, Colchester.
SFFAR	Sixth Form College, Farnborough.
SFKED	Suffolk CC Education Dept.
SGATE	Southgate College.
SGGMS	St Georges GM School (Lincs).



SHENA	Shena Simon College.
SHFCL	Sheffield College.
SHFET	Sheffield Environmental Training.
SHIPL	ShIPLEy College.
SHWAT	Shrewsbury College of Arts and Technology.
SHWRK	Southwark College.
SHWSF	Shrewsbury Sixth Form College.
SIRJO	Sir John Deane's College.
SKELM	Skelmersdale College.
SLUCC	South Luton Community College.
SMABL	St Mary's College.
SMAMD	St Mary's RC College.
SMCED	Somerset Community Education.
SMEAC	Shalom Employment Action Centre.
SMPTE	Southampton Technical College.
SMREC	Swarthmore Education Centre.
SNACC	Southend Adult Community College.
SOBIR	South Birmingham College.
SOCHE	South Cheshire College.
SODEV	South Devon College.
SOLFE	Solihull College.
SOLSF	Solihull Sixth Form College.
SOMER	Somerset College of Arts and Technology.
SONOT	South Nottingham College.
SOTRF	South Trafford College.
SOUND	Soundwell College.
SOURC	Southey Training and Resource Centre Ltd.
SPARS	Sparsholt College, Hampshire.
SPELT	Spelthorne College.
SPORT	Southport College.
SRDCT	Sebert Rd Training Centre (NCRP Ltd).
SREDC	Sheffield Leisure Services.
SRGEO	Sir George Monoux College.
SRWIL	Sir William Turner's Sixth Form College.
STAFE	Stafford College.
STAMF	Stamford College.
STANM	Stanmore College.
ST AUS	St Austell College.
STBOL	South Bolton Sixth Form College.
STBRN	St Brendan's Sixth Form College.
STCHA	St Charles Catholic Sixth Form College.
STCPT	Stockport College of Further and Higher Education.
STDES	Strode's College.
STDOM	St Dominic's Sixth Form College.
STFAH	Staffordshire College of Agriculture.
STFRA	St Francis Xavier Sixth Form College.
STHAM	South Thames College.

STHBE	South Bedfordshire Adult Education Service.
STHEL	St Helens College.
STJOH	St John Rigby RC Sixth Form College.
STKEN	South Kent College.
STLEA	South Tyneside LEA.
STLMC	Stella Mann College.
STLPO	Studios Le Point.
STOBI	Stockton and Billingham College of Further Education.
STOCT	Stockton Sixth Form College.
STOKE	Stoke-on-Trent College.
STOUR	Stourbridge College.
STPAE	Stockport Adult Education Service.
STPHP	St Philip's RC Sixth Form College.
STPRK	South Park Sixth Form College.
STRAT	Stratford upon Avon College.
STRDE	Strode College.
STROU	Stroud College of Further Education.
STTRE	Stoke on Trent Sixth Form College.
STTYN	South Tyneside College.
STVIN	St Vincent College.
SUCLA	Sutton College of Learning for Adults.
SUFFO	Suffolk College.
SUTCT	Sutton Centre.
SUTTN	Sutton Coldfield College of Further Education.
SWIND	Swindon College.
SWKVT	Southwark Adult Education and Vocational Training Service.
SWLES	Sandwell Adult Education Service.
TAMES	Tameside College of Technology.
TAMWO	Tamworth College.
TAUTN	Taunton's College.
TDANB	Thomas Danby College.
TELFD	Telford College of Arts and Technology.
TFRCT	Friends Centre for Adult Education.
THANT	Thanet College.
THARC	Hartley Centre (Church Army).
THKCC	Thurrock Adult Community College.
THSCE	Tower Hamlets Lifelong Learning Service.
THURR	Thurrock College.
TILEH	Tile Hill College of Further Education/City College, Coventry.
TOTTN	Totton College.
TOWHA	Tower Hamlets College.
TRESH	Tresham Institute.
TRGCC	Tendring Adult Community College.
TRITC	Tritec.
TROTH	Thomas Rotherham College.

TROWB	Trowbridge College.
TRPGM	Robert Pattinson GM School (Lincs).
TRURO	Truro College.
TSCON	Tameside Consortium.
TSIDE	Teesside Tertiary College.
TYNEM	Tynemouth College.
UCFCC	Uckfield Community College.
UMNRC	Urchfont Manor College.
UPGHC	Uppingham Community College.
URDAN	Urdang Academy.
UXBRI	Uxbridge College.
VARND	Varndean College.
VLCAT	Vale of Catmose College.
VLOCE	Various Locations Community Education.
WACAT	Walsall College of Arts and Technology.
WAKEF	Wakefield College.
WALFO	Walford College, Shropshire.
WALTH	Waltham Forest College.
WCUMB	West Cumbria College/Lakes College, West Cumbria.
WDADA	Webber Douglas Academy of Dramatic Art.
WEALD	Weald College.
WEARS	Wearside College.
WECHE	West Cheshire College.
WEKNT	West Kent College.
WEOXF	West Oxfordshire College.
WESTO	Weston College.
WEYMO	Weymouth College.
WFAES	Waltham Forest Community Learning and Skills Service.
WFDBC	Wakefield Community Based Centres.
WIDNE	Widnes and Runcorn Sixth Form College.
WIGAN	Wigan and Leigh College.
WIGST	Wigston College of Further Education.
WILBE	Wilberforce College.
WILMO	Derby Tertiary College, Wilmorton.
WILTS	Wiltshire College.
WIRRA	Wirral Metropolitan College.
WLKNC	Linkway Community College.
WMAEC	Westminster Adult Education Service.
WMINS	Westminster Kingsway College.
WNSTY	Winstanley College.
WOKIN	Woking College.
WOLVE	Wolverhampton College.
WOODH	Woodhouse College.
WOOLW	Greenwich Community College/Woolwich College.
WORAH	Worcestershire College of Agriculture.

WORKE	Workers' Educational Association.
WORSF	Worcester Sixth Form College.
WPKCC	Welland Park Community College.
WRCTE	Worcester College of Technology.
WRGTN	Warrington Collegiate Institute.
WRKNG	Working Men's College.
WRTHG	Worthing Sixth Form College.
WRVCC	Wreake Valley Community College.
WRWCK	Warwickshire College for Agriculture, Horticulture, Equine Studies.
WSTTH	West Thames College.
WSUFF	West Suffolk College.
WSUSS	Brinsbury College/West Sussex College of Agriculture and Horticulture.
WTECT	Women's Technology and Education Centre.
WTHRT	West Herts College.
WTNOT	West Nottinghamshire College.
WTSAE	West Sussex Adult Education Consortium.
WULFR	Wulfrun College.
WWDEC	Western Wards Adult Education Centre.
WYGQU	Wyggeston and Queen Elizabeth I College.
WYGSF	Wyggeston Collegiate Sixth Form College.
WYKES	Wyke Sixth Form College.
XAVER	Xaverian College.
XLTNS	XL Training Services.
YCCFE	Yorkshire Coast College of Further and Higher Education.
YEOVI	Yeovil College.
YORFE	York College of Further and Higher Education.
YRKSF	York Sixth Form College.

**DESCRIPTION**

The institution identifier of the institution providing the teaching.

**NOTES**

In cases where there is more than one other institution providing teaching, the one with the most input should be selected.

Where Other institution providing teaching is not a HESA HEI (see INSTID) or an FEC institution as in the list of valid entries below please code:

Generic codes:

- 4001 Other UK institution
- 4002 Other Non-UK institution
- 4003 Other public body in the UK
- 4004 Other private body in the UK

Code 4001 should only be used exceptionally for a UK HEI or FEC that had not been included under the valid entries, but which would be expected to be included in such a list in future years.

Code 4002 should be used for any body (educational or other) based outside the UK.

Institutions in Wales should refer to NC-ELWa before using the generic codes 4001- 4004.

If the institution is providing teaching at the workplace then this is recorded as 'Institution only' (field 165/150, FRNCHACT = 1) and no TINST is required, but that is quite different to the institution 'buying in' teaching from another body, which could be the student's employer. These cases will now be identified by the new codes 4003 and 4004.

If a student is coded 01 - 80 in Field 225/209, Franchised out arrangements then this field must be coded 4001 - 4004.

**REASON REQUIRED** To monitor patterns of collaborative study.

<b>Field Nr.</b>	<b>Field Description</b>
20	Not used

<b>Field Abbrev'n</b>	<b>Field Length</b>
GLHRS	5

**STATUS** Not used

**VALID ENTRIES** .

**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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
21	Cost centre 3	COSTCN03	2
24	Cost centre 4	COSTCN04	2

**STATUS** Optional for institutions in Scotland and Wales. Cannot be used by institutions in England and Northern Ireland.

**VALID ENTRIES**

- 01 Clinical Medicine.
- 02 Clinical Dentistry.
- 03 Veterinary Science.
- 04 Anatomy and Physiology.
- 05 Nursing and Paramedical Studies.
- 06 Health and Community Studies.
- 07 Psychology and Behavioural Sciences.
- 08 Pharmacy and Pharmacology.
- 10 Biosciences.
- 11 Chemistry.
- 12 Physics.
- 13 Agriculture and Forestry.
- 14 Earth, Marine and Environmental Sciences.
- 16 General Engineering.
- 17 Chemical Engineering.
- 18 Mineral, Metallurgy and Materials Engineering.
- 19 Civil Engineering.
- 20 Electrical, Electronic and Computer Engineering.
- 21 Mechanical, Aero and Production Engineering.
- 23 Architecture, Built Environment and Planning.
- 24 Mathematics.
- 25 IT and Systems Sciences, Computer Software Engineering.
- 26 Catering and Hospitality Management.
- 27 Business and Management Studies.
- 28 Geography.
- 29 Social Studies.
- 30 Media Studies.
- 31 Humanities and Language Based Studies.
- 33 Design and Creative Arts.
- 34 Education.
- 35 Modern Languages.
- 37 Archaeology.
- 38 Sports Science and Leisure Studies.
- 41 Continuing Education.
- 99 Cost centre not assignable.

**DESCRIPTION** Fields 21 - 26 should be considered as a block of related information.

The Cost centre is a two digit number indicating the academic cost centre in which the subject is being taught. It is up to institutions to decide whether or not to return details of cost centres which are contributing teaching/learning amounting to less than 5% of the proportion of the module.

For institutions in Scotland up to four cost centres may be returned with input to the current year of the module, identifying the main subject areas and the proportion of input of each.

## NOTES

Field 21, Cost centre 3, is linked to field 22, Subject area of study 3, and field 23, Proportion of subject 3.

Where two different subjects are taught in the same cost centre, there should be separate entries for each.

If more than four cost centres are needed the cost centres where most activity (proportion of module) takes place must be coded: others must be ignored. This implies that if four cost centres are coded here, then the sum of the proportions of the module may not necessarily sum to 100% and should be pro-rated so that the total becomes 100%.

These cost centres should have been agreed with the Funding Councils as outlined in the Circular 'The Allocation of Departments to Cost Centres' (Nov. 1994) and updated by HEFCE Request 97/25 'Assigning Departments to Academic Cost Centres' (Oct. 1997).

Cost centres 15 and 22 must not be used by institutions in England or Northern Ireland.

The cost centre should relate to where resources deployed to teach the student are located. Effectively the cost centre 'follows the money' and will be reconcilable with the institution's finance statistics return. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'General Engineering' (16). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'Mathematics' (24).

Where a department 'buys in' the services of a member of staff based in a department in a non-academic cost



centre, the cost centre to be returned would be that of the 'buying in' department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be 'General Engineering' (16).

#### Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in [Co st Centres Summary](http://www.hesa.ac.uk/manuals/CCtable.HTML).

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Student Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

#### **REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Subject area of study 3	SBJ03	4
25	Subject area of study 4	SBJ04	4

**STATUS** Subject area of study 3 is compulsory if field 21, Cost centre 3 is completed. Subject area of study 4 is compulsory if field 24, Cost centre 4 is completed.

**VALID ENTRIES** Please refer to the JACS classification of academic subjects.

**DESCRIPTION** Fields 21 - 26 should be considered as a block of related information.

The Subject area of study is an up to four character subject area identifier for the subject areas for the current year of the study programme/course.

**NOTES** An entry is required for each subject area of study of the module regardless of whether this subject area of study is taught by the reporting institution or not.

As a result of the joint UCAS/HESA Subject Code Harmonisation Project, it is intended that at the subject or module level all subjects should be classified within the JACS hierarchical academic subject structure. Therefore the use of JACS codes will be compulsory in completion of Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13, 16, 22 and 25 in the HESA Module Record). The generic codes which consist of a subject group and letter and Y000 which can be used in Fields 43 - 46 Subject of qualification aim to describe a truly interdisciplinary programme cannot be used in Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13, 16, 22 and 25 in the HESA Module Record.

An entry is required for each subject area of study undertaken by the student during the reporting period, regardless of whether this subject area of study is taught by the reporting institution or not.

A breakdown at programme of study level will be acceptable for students out on placement or exchange out.

Institutions may continue to code to principal subject level only. The extension to field length 4, however, will allow for a full coding if required.

For institutions returning in ASCII fixed length format, the field should be padded with trailing spaces (left justified).

**EXAMPLE**

See field 12, Cost centre 1, for an example.

**REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
23	Proportion of subject 3	SBJPER03	5
26	Proportion of subject 4	SBJPER04	5

**STATUS** Proportion of subject 3 is compulsory if field 21, Cost centre 3 is completed. Proportion of subject 4 is compulsory if field 24, Cost centre 4 is completed.

**VALID ENTRIES** A percentage in the range 000.1 to 100.0.

**DESCRIPTION** Fields 21 - 26 should be considered as a block of related information.

The Proportion of subject indicates the percentage of the module that the appropriate subject and cost centre make up. These proportions (fields 14, 17, 23 and 26) must equal 100%.

**NOTES** Where the sum of proportions (fields 14,17, 23 and 26) does not equal 100% (e.g. because of the exclusion of cost centres contributing less than 5% of the teaching/learning) then the proportion of the subjects shown should be pro-rated so that the total becomes 100%. However, there will be a tolerance of totals between 98% and 102%.

There should be an entry in fields 12-17 and 21-26 for any part of the module not taught by the reporting institution. Field 7, Proportion not taught by this institution, is a subset included within fields 12-17 and 21-26.

Fields 12-17 and 21-26 describe the whole of the current year of the module.

The sum of the proportions of fields 12-17 and 21-26 together with field 7, Proportion not taught by this institution, will therefore exceed 100% for all cases where field 7, Proportion not taught by this institution, is greater than zero.

**EXAMPLE** See field 12, Cost centre 1, for an example and notes.

**REASON REQUIRED** To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.