

Higher Education Students Early Statistics Survey 2024/25

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To: **Heads of higher education institutions in Wales**
Principals of further education institutions in Wales funded by Medr for higher education provision

Respond by: 30 January 2025 (whole survey)
18 December 2024 (Table 3)

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This publication requests higher education providers to return aggregated student data to enable Medr to have early indications of student numbers; monitor recruitment of students covered by the fee and access plans; and fund and monitor degree apprenticeship provision.



Introduction

1. This publication requests higher education institutions and further education institutions with higher education provision (known collectively as higher education (HE) providers) that are funded directly by Medr for HE provision to return aggregated student data to enable Medr to:
 - a) Have early indications of the number of students in the academic year 2024/25;
 - b) Monitor recruitment of full-time (FT) undergraduate (UG) and postgraduate certificate in education (PGCE) students covered by the fee and access plans;
 - c) Fund and monitor degree apprenticeship provision under the Medr degree apprenticeship scheme.

Note that this request does not include the six new subscribers to the Higher Education Statistics Agency (HESA) who have specifically designated HE course provision.

Main changes for 2024/25

2. The main changes made since the HESES 2023 survey are:
 - a) The survey dates are earlier than the 2023/24 survey and are more in line with previous surveys;
 - b) Tables 2a to 2c are no longer collected. Consequently, the table labelled Table 3 in 2023/24 is now labelled Table 2;
 - c) The maximum fee limits for full-time undergraduate and PGCE courses have been updated. See Annex F;
 - d) Annex K (previously labelled Annex J) has been updated to reflect the mapping that is being used in the extraction of data for end of year monitoring for 2023/24;
 - e) An additional table is being requested, Table 3, which collects information relating to degree apprenticeships. The information collected will be used to calculate funding for and monitor degree apprenticeship provision funded under the Medr scheme. The inclusion of this table was consulted upon in Medr publication, [Medr/2024/02: Higher Education Students Early Statistics – consultation on changes for 2024/25 collection of Degree Apprenticeship in-year data](#). There was support to use the HESES survey to collect this information. Annex I gives guidance relating to the return of degree apprenticeship data. Other annexes have been updated to reflect the inclusion of this new table and relabelled where appropriate. The responses and outcomes of the consultation can be found in Annex O.

Survey data

3. HE providers that are directly funded by Medr for their HE provision are requested to return numbers of HE students on Tables 1 and 2. These are students registered on prescribed HE courses leading to recognised HE qualifications (see Annex B). HE providers that have degree apprenticeships funded under the Medr scheme

(previously the HEFCW scheme) are requested to return numbers of students and credit values related to those apprenticeships on Table 3.

Contents

4. This circular provides:
 - a) Guidance and definitions for the various categories used to classify students;
 - b) Rules for counting registrations;
 - c) Rules for counting credit values for degree apprenticeships;
 - d) Details of the criteria we will use to extract data from the HESA student record for end of year monitoring and to get information collected on previous HESES surveys;
 - e) Copies of the survey tables which will be distributed in Excel workbooks for providers to complete and return.

5. The contents of the annexes are as follows:

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Return of data

6. Providers are required to notify Medr of student registrations for the whole year, apart from on Table 3, which collects student registrations for the whole year for continuing students, student registrations between 1 August 2024 and 1 November 2024 inclusive for new entrants, plus associated credit value data for entrants on or after 1 August 2022.

7. The completed degree apprenticeship table (Table 3) should be returned by email to Andrea Thomas at hestats@medr.cymru no later than **18 December 2024**. Completed workbooks for the whole survey, should be returned by email to Andrea Thomas at hestats@medr.cymru no later than **30 January 2025**.
8. Providers that do not have degree apprenticeship provision funded under the Medr scheme are not required to return Table 3 by 18 December 2024.
9. Providers are encouraged to begin to prepare their returns well before the return date so that only final adjustments need to be made before dispatch of the completed returns.
10. It is important that the whole survey return is made on time so that early indications of numbers of students for 2024/25 are available, and to ensure that Medr has sufficient time to complete the checking process prior to sending out verifications for sign off.
11. We request that providers **let us know as soon as possible**, and before the return dates of 18 December 2024 for degree apprenticeships information or 30 January 2025 for the whole survey, **if they envisage that they will have difficulty returning the required information or if they will have difficulty meeting the timetable** given in paragraph 12. This includes ensuring that the authorised signatory, or the alternative authorised signatory, is available to sign off the verifications by the due dates. **Medr reserves the right to enter its own estimates of student registrations and credit values for providers which fail to return the survey or sign off the data on time, or where data are considered to be of insufficient quality.**
12. When data are returned, we carry out a validation and credibility checking process. Once any subsequent queries have been resolved, data are sent out to authorised signatories at providers for verification. The process will follow the timetable outlined below.

Table 3:

18 December 2024	Return deadline
10 January 2025	Verifications sent to providers
24 January 2025	Verifications return deadline

All HESES tables:

30 January 2025	Return deadline
13 February 2025	Verifications sent to providers
5 March 2025	Verifications return deadline

13. In the event of a deadline being missed without prior agreement, we will contact the HESES data contact and/or authorised signatory to request an explanation. If a deadline is missed by more than three working days, without prior agreement, we will email the head of the provider, reminding them that Medr reserves the right to

enter its own estimates of student registrations for providers which fail to return the survey on time and indicating that Medr intends to do this if immediate action is not taken. Failure to return the data or verification report within two working days of the email will result in a letter from the Chief Executive of Medr to the head of the provider stating the figures that will be used in place of the provider's own data.

14. Signed verifications should be returned by emailing them to Andrea Thomas at hestats@medr.cymru. Prior to returning the signed verifications to Medr, providers must have undertaken sufficient checks to be satisfied that the returned data are accurate. Data anomalies queried by Medr must have been corrected or, if genuine, must have an associated explanation. Any changes that are made to the verification before signing and returning, that are not already made to the Excel format, should also be submitted in an Excel format.
15. Each subsequent deadline should be met regardless of any delay in meeting the preceding deadline.
16. Data extracted and signed off as part of the 2023/24 Information Reporting Interface Service (IRIS) process¹ when providers make a submission to HESA, will be used in funding allocations. Providers should note that the data extractions at IRIS may need to be supplemented with additional data extractions once the methods for teaching funding for 2025/26 are finalised. If this is the case, we will contact providers about the sign off process for any additional data needed, not already signed off as part of the IRIS data extraction process. Further details are provided in the [2023/24 EYM publication](#) and the [data requirements publication](#) for 2024/25.
17. Providers are reminded that data returned to Medr on the HESES survey, including methods used to calculate any estimates included in the returned figures, may be subject to an external audit carried out by Medr or by contractors working on Medr's behalf. The systems and processes used to generate HESES data are in the scope of providers' internal audits.

Future developments

18. The [Statistics and Data area](#) of the Medr website provides information about data collection. If providers have suggestions of anything additional they would like to see included, they should contact Medr at hestats@medr.cymru.

Further information

19. Any queries should be directed to Andrea Thomas (hestats@medr.cymru).

¹ [Medr website: Data and analysis](#)

Summary guide to the HESES 2024/25 survey

- 1 The HESES 2024/25 survey requests providers to complete up to three tables, depending on the provision they have. Tables 1 and 2 are collected from all providers; Table 3 is collected from providers that have degree apprenticeship provision funded under the Medr degree apprenticeship scheme. The six new subscribers to HESA who are returning HESA student record data from 2023/24 do not need to complete the HESES survey. Medr-fundable or funded refers to HE provision that was previously fundable or funded by the Higher Education Funding Council for Wales (HEFCW).
- 2 This annex gives a summary of the information that needs to be returned and the definitions used. All survey data should be returned according to the guidance and criteria contained in Annexes B to P which provide further detail to the overview given here.

HESES population

- 3 The following students should be **included** in the HESES survey:
 - Registered students (i.e. those that have a binding undertaking to pay a fee to a provider (unless the fee has been waived)).
 - Students aiming to obtain a recognised HE qualification.
 - Students studying for at least three per cent of a full-time equivalent or approximately one week of study.
 - Students based in the UK who are part of distance learning or franchise arrangements or who are based at campuses of the provider in the UK.
 - Outgoing exchange students.
 - Students on a year out or part of a year out as part of their course
- 4 Students who should be **excluded** from the HESES survey are:
 - Incoming exchange students.
 - Students whose only activity during the year is writing up a thesis or similar piece of work.
 - Students franchised in from other providers.
 - Students franchised to providers outside the UK.
 - Students at campuses outside the UK.
 - Students who are distance learning outside the UK.
 - Students whose provision is part of a validation arrangement only.
 - Students who are dormant for the whole year.
- 5 Both fundable and non-fundable provision, that leads to a recognised HE qualification (see Annex B), should be returned on the HESES survey, see paragraph 10 below for a description of fundability status.

Distance learning, campuses, franchises, validation arrangements and other collaborative arrangements

- 6 Providers are responsible for returning HESES data for all their distance learning, campus and franchised out provision in the UK. Arrangements that are validation only should not be included by the validating partner. Distance learning provision outside the UK and provision delivered at campuses or partners outside the UK should be excluded from the HESES return. For HEIs, such provision will be included on the HESA aggregate offshore record.
- 7 Definitions used in this circular to return data, defined more fully in Annex C, are:
- **Distance learning:** distance learning students are those that are students of the reporting provider, where staff employed by the reporting provider are responsible for providing all teaching or supervision, but who are located away from the reporting provider and are not part of a franchising or other collaborative arrangement with another provider or organisation. Such students should be counted in the same way as other students who are based at the reporting provider, though categorisation into fundability status depends on the location of the student.
 - **Campuses:** Students based at campuses other than the main campus(es) should be counted in the same way as students at the main campus(es) though categorisation into fundability status depends on the location of the campus.
 - **Franchise:** this refers to an HE course taught under a sub-contractual agreement at a provider (the franchisee) which is not directly in receipt of funding from Medr for that course, for which quality assurance is provided by another Welsh provider (the franchisor) and for which funding is passed to the franchisee by the franchisor in order to provide the taught course. Students should be registered as students of the franchisor and this can be by registering for the course at the franchisor or franchisee provider. For FT UG courses, funding may be in the form of the tuition fee which could either be provided directly to the franchisee or passed to the franchisee by the franchisor. In all cases the franchisor will return student related data to HESA and Medr on behalf of the franchisee.

A franchise can be with publicly funded or non-publicly funded providers in Wales or in the rest of the UK. Whether the franchisee provider is publicly funded or not and the location of the franchisee provider affect the categorisation of students into fundability status.

Where a student is franchised out for only part of the year, they should be returned as a franchised out registration if the majority of their provision for the year is franchised out.

- **Validation arrangement:** A validation arrangement is where a university (the validating partner) is responsible for the academic standards and quality of a programme which is monitored alongside its own programmes, but a delivery

partner develops, delivers and assesses the programme leading to a university award. If the delivery partner is a provider that is directly funded by Medr then the delivery partner would return the provision on HESES.

- **Other collaborative arrangements:** If students are on courses which are run jointly by two or more providers, where activity takes place at both or all providers, which are not the subject of a franchising or validating arrangement, they should be counted by each provider in proportion to the number of credits associated with delivery at that provider.

Students taught as part of other collaborative arrangements, where no activity takes place at the returning provider, with providers or organisations in or outside Wales, not owned by the Welsh HEI, that are not franchising arrangements, are not in the HESES population. These may be, for example, partnerships with non-publicly funded colleges where the provider provides quality assurance or validating arrangements only and does not provide any funding to that college.

Mergers and wholly owned subsidiary bodies

- 8 Merged providers must make one return to HESES only. Where providers merge and form a group so that some providers are subsidiaries of another provider (the 'parent') then the parent provider will make one return to the HESES survey that includes all the relevant group provision. This will be the case whether or not the subsidiaries are legal entities in their own right. Wholly owned subsidiaries are considered to be campuses of the parent provider for the purposes of this survey.
- 9 Interim arrangements for merged providers can be agreed with Medr for the first year of reporting to facilitate the return of data, for example, Medr can provide a breakdown of any comparative data into the pre-merged providers.

Residential and funding status

- 10 Students are categorised into three types of residential and funding status, home fundable, home non-fundable and overseas. Home students are those domiciled in the UK, those domiciled in the EU who are eligible to be treated as home students, and those who are otherwise entitled to pay home fees. For EU students this will be those continuing students who started before 1 August 2021, who were previously treated as home students, plus any new entrants starting on or after 1 August 2021 who are entitled to pay home fees as defined in the regulations. Those who are otherwise entitled to pay home fees, who meet the requirements of the regulations, will include EEA and Swiss nationals, students resident in the Channel Islands or Isle of Man and some categories of Ukrainian and Afghan nationals (Annex D gives more details). The three definitions are summarised below. In referring to funding for a student place, for all categories of student, this would be funding for course costs that are not covered by the tuition fee. For FT UG/PGCE students, the source of the tuition fee is also taken into account. Fundable and funded by Medr refers to higher education only in this

context and are equivalent definitions to those used by HEFCW before HEFCW became part of Medr.

- **Home fundable:** a home student would be fundable by Medr unless the student's place receives funding from other sources, is the responsibility of a body other than Medr (e.g. Initial Teacher Education (ITE) leading to Qualified Teacher Status (QTS) entrants from 2019/20 onwards), or for students under the FT UG/PGCE fee regime, if the tuition fee is paid for by a public source. A fundable student would be included in funding calculations carried out by Medr as appropriate.
- **Home non-fundable:** if a home student's place is funded from sources other than Medr, is the responsibility of a body other than Medr (e.g. ITE (QTS) entrants from 2019/20 onwards), or for students under the FT UG/PGCE fee regime, if the tuition fee is paid from a public source, for example, HEIW, the NHS or Welsh Government; or if a place is funded by Medr under a specific scheme such as the Medr-funded degree apprenticeship scheme; or the student is studying at an FEI that is funded by Medr for HE on a course that is specifically designated, the student would be returned as non-fundable. A student would also be returned as non-fundable if the course they are on is run only for a particular group of students and is not open to anyone who is suitably qualified to apply (referred to as a 'closed' course).

There are also conditions on location of provision which, if not met, mean that home students are returned as non-fundable. Home students franchised to non-publicly funded providers in the UK or publicly funded providers that are outside Wales within the UK should be returned as non-fundable unless agreement has been made with Medr that Welsh domiciled students on these courses can be returned as fundable.

Home distance learning students where the student is based outside Wales within the UK, and the student is not Welsh-domiciled, should be returned as non-fundable unless agreement has been made with Medr that home domiciled students on these courses, that are not Welsh domiciles, can be returned as fundable.

Home students at campuses outside Wales within the UK should be returned as non-fundable unless they are Welsh domiciled or unless agreement has been made with Medr that home domiciled students on these courses, that are not Welsh domiciles, can be returned as fundable.

- **Overseas:** these are students domiciled outside the UK or EU, or students domiciled in the EU who are not eligible to pay home fees. This will include the majority of EU students that started on or after 1 August 2021.

11 Annex P contains a grid which provides a look up to aid categorisation into fundability status.

Academic subject categories

- 12 On Table 2, full-time registrations are split into academic subject category (ASC) groups. These are based on the HECoS code of the course. On Table 2, full-time and sandwich year out registrations are split into clinical and pre-clinical/non-clinical medicine, clinical and pre-clinical/non-clinical dentistry and other ASCs. Part-time provision is not split by subject. Annex E gives more detail and a link to the mappings from HECoS codes to ASCs.

Mode of Study

- 13 The mode of study of a student is determined by how much time they spend studying, whether the student is charged a certain level of fee and whether or not they are on a year out as part of their course. Annex F gives the full definition. There are three modes of study:

- **Full-time:** a full-time student is normally required to attend (whether at premises of the establishment or otherwise) for periods of a minimum of 24 weeks; **and** a whole full-time fee is chargeable for the current year of the programme of study (which will be a regulated fee for home UG/PGCE students of up to a maximum of £9,250).

An exception to this is if the student is in the final year of a full-time course in which they attend for less than 24 weeks in which case it may be that a whole fee is not charged;

- **Full-time sandwich year out:** for a student to be classified as sandwich year out, their course should fit the definition of a sandwich course provided in Schedule 1 6(1) of The Education (Student Support) (Wales) Regulations 2018 (SI 2018 No. 191), or they should be full-time on a study or placement year abroad. In addition, the fees chargeable are regulated fees of £1,850 for a work placement year of a sandwich course and £1,385 for a year abroad.

If a student follows the same pattern of study as other students on a sandwich year out on their course and would be considered to be on a sandwich year out other than that they are an overseas student and are therefore not subject to regulated fees, then they should be counted as sandwich year out;

- **Part-time:** any student not classified as full-time or full-time sandwich year out should be classified as part-time on the survey.

Level of Study

- 14 The level of study of a student is determined by the qualification they are aiming for. Recognised HE qualifications are defined in Annex B. There are four levels of study defined: undergraduate non-degree; undergraduate degree; postgraduate taught; and postgraduate research, though in the tables undergraduate non-degree and degree are returned in one undergraduate category:

- **Undergraduate non-degree:** all undergraduate level courses which lead to a qualification other than a first degree. For example, modules leading to credit that can potentially be counted towards an HE qualification, foundation degrees, HNCs and qualifications leading to certificates for the teaching of further education are non-degree courses.
- **Undergraduate degree:** undergraduate degree students are those aiming for a first degree. This includes degree courses with an integrated Master's year or an integrated foundation year.
- **Postgraduate taught:** postgraduate taught courses are those which require as a normal condition of entry that entrants be already qualified at degree level. Those courses that are mainly taught even though part of the course may include a dissertation are included as postgraduate taught. PGCE courses leading to QTS are included.
- **Postgraduate research:** These are postgraduate courses that are mainly research.

15 Full definitions are given in Annex G.

Completion status of registrations

- 16 On Tables 1, 2 and 3 of the survey, only completed or partially completed registrations are counted and non-completions are excluded. Completion status is determined on a year of study basis, not on a course basis. Completion status is defined as follows:
- **Non-completions** are where students do not complete their studies due to withdrawal or dropout, or fail to take part in required assessment procedures for the year.
 - **Completions** are all eligible students who are registered or expected to register within the academic year minus those who are expected to not complete. Any transfers between ASCs, modes or levels of study should be included.
 - **Partial completions** some full-time and sandwich students on taught courses that are non-completions can be counted as 0.5 of a completion if they meet certain criteria. If the course is semesterised, this is that the first semester is completed and if the course is not semesterised, that the first four months are completed. The exact criteria can be found in paragraph 15 of Annex H.

Estimation

- 17 As the survey is carried out in-year, the number of students registered or expected to register that will not complete will have to be estimated. In general, estimates should be based on the proportion of non-completions in the previous year or years, or for new provision, information about similar provision in the first year of delivery. However,

other methods may be used if providers believe these would provide more accurate estimates. Providers must keep auditable evidence of the basis of their estimates.

Completion status of credit values associated with degree apprenticeships

18 On Table 3 of the survey, data are collected about assumed completed credit values for degree apprenticeships. A module or unit and the credit values associated with it are counted as completed if all assessment required for that module or unit has been undertaken. Otherwise, the module or unit and the credits associated with it should be considered as not completed and excluded from the count of completions. Some non-completions can be counted as partial completions for full-time and sandwich provision only. Completion status is defined as follows, further information is available in paragraphs 26 to 29 of Annex I:

- **Non-completions** are credit values associated with modules or units where the student does not take part in all or some of the required assessment procedures for the module or unit for the year of study.
- **Completions** are credit values associated with modules where all the required assessment procedures for the module or unit for the year of study have been undertaken.
- **Partial completions** for modules on full-time and sandwich taught courses only, credit values for non-completed modules can be counted as partially completed if they meet certain criteria: if the course is semesterised and all required assessments due for the module during the first semester have been undertaken then the credit values for the first semester can be counted as completed; if the course is not semesterised and all required assessments due in the first four months have been undertaken and there is auditable evidence that the student was still in attendance then half the credit values for the module can be counted as completed.

Estimation

19 As the survey is carried out in-year, the number of credit values not completed will have to be estimated. In general, estimates should be based on the proportion of non-completed credit values in the previous year or years, or for new provision, information about similar provision in the first year of delivery. However, other methods may be used if providers believe these would provide more accurate estimates. Providers must keep auditable evidence of the basis of their estimates.

New entrants

20 New entrants are collected on Tables 2 and 3. For table 2 they are defined as those students who start at the provider in the academic year, regardless of the year of programme they start on. For degree apprenticeships on Table 3, they are defined as those students that start on a degree apprenticeship programme as part of the Medr funded scheme in the academic year.

Degree apprenticeships categories

- 21 Information about degree apprenticeships is collected on Table 3 by the following categories:
- Framework – construction, digital, or engineering and advanced manufacturing
 - Pathway – further breakdowns of each framework
 - Qualification title
 - Delivery partner – the name of the employer delivering the degree apprenticeship in partnership with the HE provider
 - New or existing employee
 - Small and medium-sized enterprise (SME) or not
 - Standard Industrial Classification of Economic Activities (SIC) code – SIC code at the level of the 21 main industry categories
 - Course length – whether the course is 3, 4 or 5 years in length
 - Entry point – the academic year (2018/19 to 2024/25) and period that the course started (1, 2, or 3)

Some of these categories are populated from drop down lists in the table. Further information can be found in Annex I.

Table descriptions

- 22 **Table 1** collects data about all countable registrations, by mode and level of study. There are columns for home fundable, home non-fundable and overseas students. This table aims to have a complete in-year picture of the expected provision at a provider for the year. Data can be returned to one decimal place where full-time taught partial completions are included as 0.5 of a completion.
- 23 **Table 2** collects information about home FT and PT UG/PGCE students split into new entrants and continuing students. Data are collected by ASC group (for full-time/sandwich year out provision) and by whether the provision is fundable or not. Data are further split into Welsh residential status and other home residential status in order to reflect the different arrangements for tuition fee support and student support for these groups. Data can be returned to one decimal place where partial completions are included as 0.5 of a completion.
- 24 **Table 3** collects information about registrations on and credit values associated with degree apprenticeships funded through the Medr scheme, by degree apprenticeship categories. There are columns for registrations and credit values associated with students that are new entrants between 1 August 2024 and 1 November 2024 inclusive, columns for registrations and credit values associated with students that started in academic years 2022/23 or 2023/24, and a column to collect registrations information for those students that started prior to 2022/23. Registration data can be returned to one decimal place where partial completions are included as 0.5 of a completion. Credits data must be returned as whole numbers.

HESA data

- 25 Annex K gives the criteria by which Medr will extract data from the HESA student record. Much of the data collected on previous HESES surveys are now extracted from the HESA student record, along with end of year monitoring data and so particular attention should be given to the fields described in the annex.

Definition of a recognised HE qualification

- 1 A recognised HE qualification is one which is awarded on the successful completion of a prescribed course of HE, as defined in the regulations¹. Such qualifications include any postgraduate or undergraduate degree, including foundation degree, accredited HE diploma or HE certificate, including HND and HNC. Other professional or vocational qualifications may be included provided they are generally recognised as HE qualifications. Such qualifications, for example, college certificates, are only considered recognised if they are validated by Aberystwyth University, Bangor University, Cardiff Metropolitan University, Cardiff University, Swansea University, the Open University, the University of South Wales, the University of Wales, the University of Wales Trinity Saint David, Wrexham University or are included (or awaiting inclusion) within the Credit and Qualifications Framework for Wales ([CQFW](#)).
- 2 Courses, modules or units which enable credit to be obtained towards recognised HE qualifications (as defined above) also fall within the definition of recognised HE courses for the purpose of this survey. This includes programmes or individual courses which include foundation study as an integral part of a longer programme which leads to, or provides credit towards, a recognised HE award, provided the student has registered for the longer programme. It also includes stand alone modules that are credit bearing and are at HE level (level 4 and above on the CQFW), where that credit can potentially be accumulated over time to achieve an HE qualification, such as micro-credential modules.
- 3 For directly funded FEIs that are not also regulated, prescribed courses of HE that lead to a recognised HE qualification are those included in the FEI's portfolio of courses, as agreed with Medr. For directly funded FEIs that are regulated there is no requirement to have an agreed portfolio. Where a directly funded FEI has any specifically designated courses in addition to its directly funded courses, it should treat these as prescribed HE courses that lead to a recognised HE qualification. Providers that are not directly funded by Medr (previously by HEFCW) for their HE provision, that have specifically designated courses, do not need to return a HESSES survey.

¹ [The Education \(Prescribed Courses of Higher Education\) \(Wales\) Regulations 1993](#)

Distance learning, campuses, subsidiaries, franchises, validation arrangements and other collaborative arrangements

- 1 Distance learning provision that takes place in the UK, and provision at campuses, wholly owned subsidiaries and franchises that are within the UK should be returned on the HESES survey. Provision that takes place outside the UK is not included in the coverage of the HESES survey but for HEIs will be included in the HESA aggregate offshore record. Students on study or placement years or part years abroad as part of their course are treated as if their provision is where they normally study when they are not abroad for the purposes of returning data.
- 2 There may be circumstances where providers are delivering courses using different methods of delivery to usual as a result of exceptional nationwide situations such as the Covid-19 pandemic, to ensure the safety of students and staff and in response to Welsh Government guidance. This may mean, for example, that a course is delivered using a mixture of on-site provision and distance learning, whereas in normal years it was delivered wholly on-site. If the delivery method of a course has been changed solely because of an exceptional nationwide situation, the course should be considered to be delivered via the original intended method of delivery. For example, students on a full-time course that is delivered via online learning for all or part of the year of study because of a pandemic, would not be considered to be distance learning for the purposes of this survey. Conversely, students on a part-time course, designed to be delivered via distance learning, and for which there is no intention of reverting to on-site delivery when special measures are no longer in place, should be considered to be distance learning students for the purposes of this survey.
- 3 Where providers are not clear about whether they should consider students to be distance learning for the purposes of this survey, given an exceptional nationwide situation, they should contact Medr for advice.
- 4 It should be noted that the guidance provided in paragraph 8 about non-Welsh domiciled home distance learners based outside Wales, is intended to apply to courses that are designed to be delivered through distance learning and not to courses that have a distance learning element in place solely due to an exceptional nationwide situation.
- 5 Providers should also contact Medr for further guidance where they are not clear about how to return students based outside Wales or provision that is part of a franchising or other collaborative arrangement.
- 6 A reference grid which provides a look up to help categorise students by fundability status based on their location of study is at Annex P.

Distance learning students

- 7 Distance learning students are students registered with the reporting provider, where staff employed by the reporting provider are responsible for providing all teaching or supervision, but who are located away from the reporting provider and are not part of a franchising or other collaborative arrangement with another provider or organisation. Such students are not in attendance at the provider for the whole of the year, with the possible exception of occasional attendance, such as examinations or summer schools. Such students should be counted in the same way as other students who are based at the reporting provider, though categorisation into fundability status depends on the location of the student. It should be noted that courses that are designed to be taken in person, but have an online learning element, would not be considered to be distance learning.
- 8 If the student is a home student and is located within Wales, or is Welsh domiciled and located outside Wales within the UK, then the student can be returned as home fundable, provided they fit the other criteria to be fundable given in Annex D. Home students located outside Wales within the UK that are not Welsh domiciled should be returned as home non-fundable, unless agreement has been sought and granted to include such students as home fundable. Providers may only return data relating to home students that are distance learning and located outside Wales, and are not Welsh domiciles, as home fundable if Medr has been notified of the courses these students are on and has agreed that these students should be fundable. Details of how to go about getting this agreement are in paragraphs 33 to 36 below.
- 9 If a student located outside Wales regularly travels to a campus of the provider, or other premises owned or hired by the provider, that is located in Wales for lectures, tutorials or other teaching or academic requirements, and this makes up the majority of activity for the year being returned, then it is likely that the student is not a distance learning student for that year. If the student spends the majority of the year being returned away from the provider and most academic activity takes place by online or postal correspondence, then the student should be considered to be a distance learning student for that year.
- 10 Distance learning that takes place outside the UK is excluded from the main HESES population and should not be returned on the survey. For HEIs, data relating to these students will be returned on the HESA aggregate offshore record.
- 11 A year out as part of a sandwich course, exchange scheme or other placement scheme should not be considered to be distance learning. In these cases, the student should be considered to be attending the place of study normally attended when not on their year out in order to determine their fundability status.

Campuses

Campuses based in Wales

- 12 Students based at campuses in Wales should be returned as home fundable, home non-fundable or overseas as appropriate.

Campuses based outside Wales in the UK

- 13 Where an provider has a campus outside Wales, but in the UK, only home students based at that campus that are Welsh domiciled should be returned as fundable, provided they fit the criteria to be fundable in Annex D. Other students at the campus should be returned as home non-fundable or overseas as appropriate. If a non-Welsh domiciled home student is based at both a campus of the provider in Wales and a campus outside Wales within the UK, then in the year of return, they should only be returned as fundable if they spend the majority of their time at the campus in Wales.
- 14 Agreement can be sought to include home non-fundable students based at a campus outside Wales, but in the UK, as fundable. Providers may only return data relating to home students that are based at a campus of the provider that is located outside Wales, and are not Welsh domiciles, as home fundable if Medr has been notified of the courses these students are on and has agreed that these students should be fundable. Details of how to go about getting this agreement are in paragraphs 33 to 36 below.
- Campuses based outside the UK

- 15 Provision at campuses outside the UK is not included in the HESES population, however, such provision should be included by HEIs on the HESA aggregate offshore record.

Wholly owned subsidiary bodies

- 16 Providers may consist of one legal entity or have a group structure where one or more providers are wholly owned subsidiaries of a 'parent' provider that are each legal entities in their own right.
- 17 Wholly owned subsidiaries are considered to be campuses of the parent provider for the purposes of this survey.

Franchises

- 18 The term 'franchise' refers to an HE course taught under a sub-contractual arrangement at a provider (the franchisee) which is not directly in receipt of funding from Medr for that course, for which quality assurance is provided by another Welsh provider (the franchisor) and for which funding is passed to the franchisee by the franchisor in order to provide the taught course. Students should be registered as students of the franchisor and this can be by registering for the course at the franchisor or franchisee provider. For full-time undergraduate courses, funding may be in the form of the tuition fee which could either be provided directly to the franchisee or passed to the franchisee by the franchisor.

- 19 Data relating to students taught on the basis of a franchise agreement, referred to as 'franchised out' students, should be included in any data returns by the franchisor on behalf of the franchisee.
- 20 If students are part of a franchise arrangement and the franchisee delivers the provision through distance learning, the guidance for franchise arrangements should be followed first and then the guidance relating to distance learning arrangements should be followed in categorising students by fundability status.

Franchises based in Wales

- 21 If the franchisee is in Wales and is a publicly funded provider (i.e. is an HEI or FEI in receipt of Medr or government funding) then the franchised out students should be included in the HESES return by the franchisor. The students will be included as home fundable or non-fundable or overseas as appropriate according to the definitions in Annex D.
- 22 If the franchise arrangement is with a non-publicly funded provider in Wales, then any student data should be returned as home non-fundable or overseas on the HESES return. Providers may only return data relating to Welsh domiciled students franchised to non-publicly funded providers in Wales as home fundable if Medr has been notified of the courses these students are on and has agreed that they should be fundable. Details of how to go about getting this agreement are in paragraphs 32 and 34 to 36 below.

Franchises based outside Wales within the UK

- 23 If the franchise arrangement is outside Wales within the UK with a publicly or non-publicly funded provider, then any student data should be returned as home non-fundable or overseas on the HESES return. Providers may only return data relating to Welsh domiciled students franchised to providers outside Wales as fundable if Medr has been notified of the courses these students are on and has agreed that they should be fundable. Details of how to go about getting this agreement are in paragraphs 32 and 34 to 36 below.

Franchises outside the UK

- 24 Data relating to franchises outside the UK should not be returned on the HESES survey, however, such provision should be included by HEIs on the HESA aggregate offshore record.

Partial franchises

- 25 The HESES survey no longer collects information about franchised out provision separately. In analysing HESA data we may make a detailed split of provision that is wholly or partially franchised out for both registrations and credit values. More details are in Annex K, paragraphs 22, 23 and 39.

Validation arrangements

- 26 A validation arrangement is where a university (the validating partner) is responsible for the academic standards and quality of a programme which is monitored alongside its own programmes, but a partner (the delivery partner) develops, delivers and assesses the programme leading to a university award. Where validation is the only element of the partnership arrangement, such programmes should not be returned on HESES by the validating partner.
- 27 Where the validated provision is based in the UK and the delivery partner is a Medr-funded Welsh provider, then the delivery partner should return the provision on HESES, with fundability status and other definitions applied as outlined in the HESES guidance. Provision delivered by a delivery partner based outside Wales would not be returned on HESES.
- 28 Validated provision based in the UK is currently not included on the HESA student record by the validating partner, and would be returned by the delivery partner where appropriate.
- 29 Where the delivery partner is based outside the UK, then the validating partner would include the provision on the HESA aggregate offshore record.

Other collaborative arrangements

- 30 If students are on courses which are run jointly by two or more Welsh providers, where activity takes place at both or all providers, which are not the subject of a franchising or validating arrangement, they should be counted by each provider in proportion to the number of credits associated with delivery at each provider. If the course is run jointly between a Welsh provider and a provider outside Wales, then only the provision delivered at the Welsh provider should be returned by the Welsh provider.
- 31 Students taught as part of other collaborative arrangements, where no activity takes place at the returning provider, with providers or organisations in or outside Wales, not owned by the Welsh HEI, that are not franchising arrangements, are not in the HESES population. These may be, for example, partnerships with non-publicly funded or publicly funded colleges where the provider provides quality assurance or validating arrangements only and does not provide any funding to that college. If providers have students that are returned on the HESA student record, but do not fit the criteria to be in the HESES population, they should contact Medr to be certain that they are not being excluded from HESES in error.

Approval to count students as fundable

- 32 Where providers wish to seek approval to return data related to Welsh domiciled students franchised to providers outside Wales within the UK or to non-publicly funded providers within the UK as fundable, they should submit evidence outlining why they think the provision should be fundable, including:

- Details of any franchise arrangement, for example, the organisation franchised to, and if it is with a non-publicly funded provider, why it is with that particular provider and not a publicly funded provider.
 - If there are other partners involved, why funding is not available from elsewhere.
 - If the provision is bespoke provision for a particular partner, how the course is run so that it is not a closed course run just for that partner.
 - The numbers and credits involved by mode, level and domicile.
 - Any other relevant information to support the provision being Medr-fundable.
- 33 Where providers wish to seek approval to return data relating to home domiciled students, that are not Welsh domiciled, that are distance learning but are located in the UK outside Wales or are based at campuses in the UK outside Wales, as fundable, they should submit evidence outlining why they think the provision should be fundable, including:
- Details of the course the students are studying for, including subject and qualification aim.
 - The numbers and credits for all students on the course, by domicile (Welsh/other home/overseas).
 - Reasons why allowing non-Welsh domiciled students that are based outside Wales to be returned as fundable will benefit Wales and/or the local region.
 - Any other relevant information to support the provision being Medr-fundable.
- 34 In considering requests, we are looking for evidence that changing the fundability status of students would provide benefits, such as:
- Benefits to Wales and the region, for example, is there a route for students taking the provision to gain employment in Wales or contribute to Wales in some way after they graduate or during their studies.
 - Improvements in recruitment, for example, are the courses being run for both English and Welsh domiciles, where having the England based students may mean a course is feasible to run for Welsh domiciles.
 - Financial viability, for example, a course may become more financially viable with additional fundable students.
 - Increasing the diversity of the student body, for example, making courses more accessible for disabled students.
- 35 Requests should be submitted to Hannah Falvey at hestats@medr.cymru. Submissions will be considered by Medr at the earliest opportunity and on a case by case basis. In looking at the evidence, we will consider how approving the request might improve recruitment and financial viability, raise the provider's profile and/or increase the diversity of the student body, as described above. We will also consider the balance of student numbers and funding by domicile and location, and how the provision contributes to the promotion of HE. Any questions about the process should be directed to hestats@medr.cymru. Note that any provision submitted for approval should only be returned as fundable on HESES if confirmation has been received from Medr.

- 36 Any approvals granted through this process will be reviewed after three years. Providers will be expected to provide additional information to inform the review when requested. If there is any material change in the provision that approval has been given for, including significant increases in numbers, whether three years has passed or not, then providers must resubmit a request for approval.

Definition of residential and funding status

Home students

- 1 Home students are those domiciled in the UK, those domiciled in the EU who are eligible to be treated as home students, and those who are otherwise entitled to pay home fees. For EU students this will be those continuing students who started before 1 August 2021, who were previously treated as home students, plus any new entrants starting on or after 1 August 2021 who are entitled to pay home fees as defined in the regulations. Those who are otherwise entitled to pay home fees will include EEA and Swiss nationals who meet the requirements of the regulations, students from Crown dependencies, and students from Ukraine and Afghanistan who meet the requirements of the regulations.
- 2 Students who are entitled to pay home fees are defined in the Education (Fees and Awards) (Wales) Regulations 2007 as amended. The amendments relating to the changes for EU and other students starting on or after 1 August 2021 can be found in the Education (Student Finance) (Miscellaneous Amendments) (Wales) (EU Exit) Regulations 2021. Other recent amendments made in 2021 and 2022, including those relating to students from Crown Dependencies, Ukrainian nationals and Afghan nationals are included in the Education (Student Fees, Awards and Support) (Amendment) (Wales) Regulations 2021, the Education (Student Finance) (Miscellaneous Amendments) (Wales) Regulations 2022, the Education (Student Finance) (Ukrainian Nationals and Family Members) (Miscellaneous Amendments) (Wales) Regulations 2022 and the Education (Postgraduate Student Support) (Miscellaneous Amendments) (Wales) Regulations 2022.²
- 3 We would also like to draw your attention to Student Finance Wales information notices from 2021 and 2022 that contain information about changes to home fee status made in the regulations, these are SFWIN [01/2021](#), SFWIN [02/2021](#), SFWIN [03/2021](#), SFWIN [08/2021](#), SFWIN [01/2022](#), SFWIN [04/2022](#) and SFWIN [06/2022](#). The Student Finance Wales information notices can be found at: [Information Notices - Policy information - Student Finance Wales, Practitioners](#).

² [Education \(Fees and Awards\) \(Wales\) Regulations 2007 \(SI 2007 No. 2310\)](#)
[Education \(Student Finance\) \(Miscellaneous Amendments\) \(Wales\) \(EU Exit\) Regulations 2021 \(SI 2021 No. 481\)](#)
[Education \(Student Fees, Awards and Support\) \(Amendment\) \(Wales\) Regulations 2021 \(SI 2021 No. 1365\)](#)
[Education \(Student Finance\) \(Miscellaneous Amendments\) \(Wales\) Regulations 2022 \(SI 2022 No.79\)](#)
[Education \(Student Finance\) \(Ukrainian Nationals and Family Members\) \(Miscellaneous Amendments\) \(Wales\) Regulations 2022 \(SI 2022 No. 764\)](#)
[Education \(Postgraduate Student Support\) \(Miscellaneous Amendments\) \(Wales\) Regulations 2022 \(SI 2022 No. 403\)](#)

- 4 The above regulations and amendments can be found on the National Archives UK legislation website, www.legislation.gov.uk, under 'Browse Legislation', 'Wales', 'Wales Statutory Instruments'.
- 5 Where reference is made to total home students, this relates to the sum of those fundable and non-fundable as defined in paragraphs 8 and 9 below. 'Medr funding' referred to below does not include funding for special initiatives or schemes even if the funding is administered and paid to providers by Medr. Medr funding referred to here relates to higher education provision only and is equivalent to funding previously allocated by HEFCW.
- 6 In referring to funding for a student place below, we mean funding for course costs that are not covered by the tuition fee. For the purposes of the guidance below, bodies such as Welsh Government, Health Education and Improvement Wales (HEIW), NHS and the Home Office, where providing funding for places on a course that is run to train people that work in that body and the whole course or a large proportion of the course is funded by the body, would be considered to be a public body and not an employer. If an individual were to be employed by a body that would be considered a public body, and the body were to pay for the individual's place on a course then it would be considered to be the employer and the place would be considered to be funded by the student's employer. For home FT UG/PGCE students, the source of the tuition fee payment is also taken into account when determining fundability status (see paragraph 9e below).
- 7 In following the guidance in this annex, providers should take note of the guidance relating to any changes in delivery method because of an exceptional nationwide situation, outlined in Annex C, paragraphs 2 to 4, A reference grid which provides a look up to help categorise students by fundability status is at Annex P.

Eligible for Medr funding – home fundable

- 8 Home students are eligible for Medr funding unless their place is considered ineligible as described in paragraph 9 below. Where a course is self-financing (i.e. the course is financed by a particular employer or organisation) but open (i.e. other candidates who are suitably qualified may be enrolled), then any additional students that the finance does not cover may be returned as eligible for Medr funding.

Ineligible for Medr funding – home non-fundable

- 9 Home students ineligible for Medr funding are those who may pay a home fee but whose place is not considered eligible for any available Medr funding (for example, per capita funding). Students should be considered non-fundable where any of the following apply:

Based on location of the student:

- a) The student is based at a campus outside Wales within the UK or is distance learning outside Wales within the UK, and the student is not Welsh domiciled, unless Medr has agreed that the students are fundable;

- b) The student is part of a franchise based outside Wales within the UK, or a franchise with a non-publicly funded institution, unless the student is Welsh domiciled and Medr has agreed that the provision is fundable;

Based on the funding source or the responsible body:

- c) The student place is on a self-financing course that is closed, i.e. the course is not open to any suitably qualified candidate, for example, courses specifically for particular employers;
- d) The student place is funded through the continuation of European funding or replacements for such funding;
- e) Funding for the student place, or for FT UG/PGCE students, the tuition fee, is paid from a public source and not directly by the student (via loan/grant or, for example, themselves, their employer or other private source such as a parent or sponsor). For example, places on the National MA Education (Wales) programme funded by Welsh Government, places funded by Welsh Government through Personal Learning Accounts and places funded by HEIW, NHS or the Home Office;
- f) For part-time and PGT students, if the student place is funded from private sources such as a parent or sponsor;
- g) Funding for the student place is provided through a specific Medr scheme, for example, the degree apprenticeship scheme (see HEFCW circular [W23/30HE](#) for details of eligibility for the degree apprenticeship scheme);
- h) The place is the responsibility of a public body other than Medr, e.g. Welsh Government for ITE (QTS) entrants from 2019/20 or HEIW for nursing students. For places on courses where the responsible body is HEIW, but the student is not eligible for bursary funding because they have not committed to working in Wales for two years following completion of their course, then the student can be counted as fundable;

Based on alignment with research funding criteria:

- i) The students are postgraduate research students who are not in 2021 REF units of assessment (UoAs) included in the QR funding model for 2024/25. Details of the UoAs included in the QR funding model for each institution can be found in Annex A of HEFCW circular [W24/13HE](#) 'HEFCW's Funding Allocations 2024/25';

Based on other criteria:

- j) The student is studying on a course at an FEI that is directly funded by Medr for its HE provision but is not regulated, that is not listed in its

agreed portfolio with Medr and the course is a specifically designated course.

Overseas students

- 10 Overseas students are those domiciled outside the UK who are not entitled to pay a home fee. This will include the majority of EU students that started on or after 1 August 2021. In addition, any UK-domiciled students who are not entitled to pay a home fee should be included in this category.

Definition of ASCs

- 1 HECoS codes of the course and modules are used to assign ASCs. Below is a description of the ASCs with ASCs 1 and 11 being split into sub-categories. The mapping from HECoS codes to ASCs is available on the [Medr website](#).

ASC	Name	Description of contents
1	Clinical and Pre-clinical/non-clinical Subjects 1a 1b 1c 1d	Pre-clinical/non-clinical Medicine Clinical Medicine Pre-clinical/non-clinical Dentistry Clinical Dentistry
2	Subjects and Professions Allied to Medicine	Subjects Allied to Medicine (excluding Pharmacology, Toxicology and Pharmacy) Social Work
3	Science	Physical Sciences Biological Sciences Agriculture and Related Subjects Pharmacology, Toxicology and Pharmacy
4	Engineering and Technology	Engineering Technologies
5	Built Environment	Architecture, Building and Planning
6	Mathematical Sciences, IT and Computing	Mathematical Sciences Computer Sciences Econometrics
7	Business and Management	Business and Administrative Studies
8	Social Sciences	Social Studies (excluding Social Work and Econometrics) Law
9	Humanities	Mass Communications and Documentation Linguistics, Classics and Related Subjects Languages and Related Subjects Historical and Philosophical Studies Imaginative Writing
10	Art, Design and Performing Arts	Creative Arts and Design (excluding Imaginative Writing)
11	Education 11a ITE (QTS) 11b Non-QTS	Any ITE leading to QTS Other education

Apportionment of student registrations between ASC groupings on Table 2

- 2 For the distribution of student registrations between ASC groupings on Table 2, registrations on full-time undergraduate courses in medicine and dentistry must be wholly assigned to the appropriate ASC grouping, irrespective of the HECoS codes of the qualification. This includes both the clinical and pre-clinical/non-clinical parts of the course and any intercalated years. No other registrations should be assigned in whole or in part to the medicine or dentistry categories.

Definition of mode of study

Full-time

- 1 Students are classified as registered for full-time study if:
 - a) they are normally required to attend (whether at premises of the establishment or otherwise) for periods of a minimum of 24 weeks; **and**
 - b) a whole full-time fee is chargeable for the current year of the programme of study (which will be a regulated fee for home UG/PGCE students); **or**
 - c) they are in the final year of a full-time course in which they attend for less than 24 weeks.

- 2 Full-time regulated fees for home UG/PGCE students are fees of up to a maximum of £9,250.

- 3 Full-time students will normally be studying for a qualification at the credit value rate shown in the table below, i.e. studying for the number of credit values for their qualification over the time period specified for a full-time student. Where a student repeats a year of study or part of a year of study on a full-time or part-time basis and has not progressed to the next year of study, the length of the course is effectively increased and the number of credit values that can be recorded increases accordingly.

- 4 There are some qualifications that don't have a normal duration if full-time, and are usually studied on a part-time basis. For example, Medr guidance on degree apprenticeships states that the apprenticeship should be no less than 3 years and no longer than 5 years. Similarly there is some flexible provision which is usually studied on a part-time basis and therefore does not have a normal duration if full-time. Where providers are unsure about the normal duration of a course, then they should contact hestats@medr.cymru.

Qualification	Credit Values	Normal duration if full-time
Professional doctorate	540	3 years
First degree with integrated Master's	480	4 years
First degree with integrated foundation year	360 for the degree element plus up to 120 for the foundation year	4 years
First degree, plus sandwich or other year out	480 (year out included as 120 credits)	4 years (including 1 sandwich or other year out)

First degree	360	3 years
DipHE	240	2 years
Foundation degree (with conversion module(s))	240 (+36)	2 years (+ duration of module)
HND	240	2 years
HNC	120	1 year
Master's degree with dissertation	180	1 year (whole 12 months)
Cert HE	120	1 year
Postgraduate diploma	120	1 year
PGCE	120	1 year
PGCert	60	6 months to 1 year
Most minor qualifications	60	6 months

- 5 This includes all full-time, sandwich, placement, study and language year abroad students other than those falling within the definition of full-time sandwich year out below.

Full-time sandwich year out

- 6 Students are classified as registered for sandwich year out study if all of the following apply:
- a) they are pursuing studies where their course falls within the definition of sandwich provided in Schedule 1 6(1) of The Education (Student Support) (Wales) Regulations 2018 (SI 2018 No. 191), or they are full-time on a study or placement year abroad; and
 - b) for home students, the fees chargeable for sandwich years out and study or placement years abroad are:
 - Regulated fees of up to £1,385 for undergraduates on courses provided in conjunction with overseas institutions (whether or not taken under the Erasmus+, Taith or Turing programmes) where study at the home institution is for less than 10 weeks.
 - Regulated fees of up to £1,850 for undergraduates on sandwich years out that are not Erasmus+, Taith or Turing years abroad where study at the home institution is for less than 10 weeks.
- 7 If a student follows the same pattern of study as other students on a sandwich year out on their course and would be considered to be on a sandwich year out other than that they are an overseas student and are therefore not subject to regulated fees, then they should be counted as sandwich year out.

Part-time

- 8 Students are classified as registered for part-time study if they do not meet the requirements to be either full-time or full-time sandwich year out. If a part-time student is on a placement or is spending time abroad as part of the course, the student should still be returned as part-time. Most distance learning would be considered part-time, however, the definition of full-time, including whether a full-time regulated fee is chargeable, should be considered first to ensure the course is correctly categorised.

Definition of level of study

Undergraduate degree

- 1 Undergraduate degree students are those aiming for a first degree. This includes integrated degree/Master's courses or degree courses that have an integrated foundation year. In both cases the activity should be classified as undergraduate degree in every year of the course including the Master's and foundation years respectively.

Undergraduate non-degree

- 2 Undergraduate non-degree is defined as all undergraduate level courses which lead to a qualification other than a first degree, or lead to HE level credit at levels 4, 5 or 6 of CQFW that can be accumulated to achieve an HE qualification. In general, such courses will be the equivalent of up to two years' full-time study, but the length of the course is not a defining factor when classifying courses as degree or non-degree. The relevant factor is whether the course enables the student to achieve a first degree or some other qualification or credit that can be accumulated towards an HE qualification - it is the other qualification, or credit that can be accumulated, that would be classified as non-degree. Students on all programmes below first degree level should be classified as undergraduate non-degree even if the title of the qualification includes the word 'degree'. In particular, foundation degrees should be classified as non-degree.
- 3 Both full-time and part-time courses leading to certificates for the teaching of further education, should be treated as undergraduate courses regardless of the course or qualification aim returned on the HESA student record.

Postgraduate

- 4 Postgraduate students are those on courses which require as a normal condition of entry that entrants be already qualified at undergraduate degree level. There are two groups of postgraduate, postgraduate taught and postgraduate research.

Postgraduate Taught

- 5 Postgraduate taught students are those attending courses which are mainly taught even though part of the course may include a dissertation. It includes all students on postgraduate degrees which are not mainly by research.
- 6 PGCE courses are to be included as taught postgraduate courses provided that they lead to QTS.

Postgraduate Research

- 7 Postgraduate research students are those attending courses which are mainly research although these may contain some formal teaching.

Rules for counting registrations

- 1 Only students who meet the following criteria are to be included in this return:
 - a) they are registered. A registration is considered as a binding undertaking to pay a fee to a provider (unless the fee has been waived) as opposed to an acceptance of a place;
 - b) they are aiming to obtain a recognised HE qualification as defined in Annex B;
 - c) they are aiming to study at least 3 per cent of a full-time equivalent (FTE), or approximately one week of study.

- 2 Included are:
 - a) new registrations;
 - b) students re-registering for second or subsequent years of their study, including any repeated years;
 - c) students registered at FEIs, who are pursuing recognised HE qualifications as defined in Annex B, where the FEI either receives mainstream funding for HE provision from Medr directly, or, through a franchise agreement (data are returned only by the provider which franchises out the course);
 - d) outgoing exchange students, including Erasmus+ students and students on the Taith or Turing schemes;
 - e) distance learners in the UK;
 - f) students franchised to other providers in the UK;
 - g) students at campuses in the UK.

Excluded are:

- a) incoming exchange students, including Erasmus+ or Taith scheme students;
- b) students whose only activity during the year being counted is writing up a thesis or similar piece of work;
- c) distance learners outside the UK;
- d) students franchised to providers outside the UK;
- e) students at campuses outside the UK;
- f) students whose provision is part of a validating arrangement only;
- g) students who are dormant for the whole year.

Students registered for more than one qualification or course

- 3 No full-time or sandwich student should be counted twice in the same academic year; nor should full-time or sandwich students who are registered for the main and an additional qualification offered within a single course be counted twice. However, students who are registered for two separate courses, where one is full-time or sandwich, and the other is part-time, may be included in Table 1

under both full-time or sandwich and part-time. For these purposes, a part-time course should be considered to be separate if the ability to follow that course is not dependent on concurrent enrolment on the full-time course and the student continues to meet all of the study requirements of the main course without increasing the length of the main course. For both full-time and part-time courses which lead to more than one qualification, only a single registration should be returned.

Non-standard academic years

- 4 Those students who are following programmes of study which do not coincide with the academic year (1 August to 31 July) should be counted once only for each period of **up to** 12 months of study. They should normally be counted in the year in which the first registration occurs and in the years including the anniversaries of the first registration. An exception to this is if they go beyond the anniversary of the start date by less than two weeks, in which case a further registration should not be returned.

Example 1: A student enrolls for a full-time PhD in April 2023 and completes the programme in March 2026. She should be counted as a registration in HESES/EYM 2022/23, 2023/24 and 2024/25. She is counted three times, once for each 12 month period of full-time study, in the academic year in which she first registered and in the two subsequent academic years containing the anniversary of the first registration.

Example 2: A student enrolls for a part-time first degree in January 2025 and aims to complete the programme within six years. They should be counted as a registration in HESES/EYM 2024/25, and for each HESES/EYM up to HESES/EYM 2029/30, assuming that they take the full six years and finish in December 2030. They are counted six times, once for each 12 month period of full-time study, in the academic year in which they first registered and in the five subsequent academic years containing the anniversary of the first registration.

Example 3: As example 2, but personal circumstances mean that the student takes an extra two months to finish the course, and so finishes at the end of February 2031. As they have studied for two months beyond the anniversary of their start date, they will be counted as a registration for a seventh time, in HESES 2030/31.

Example 4: As example 3 but the student takes only an extra 10 days to finish the course. As this is less than two weeks beyond the anniversary of the start date, they would not be returned as a registration in 2030/31.

Final year of full-time study

- 5 Full-time programmes in which the final year does not fit the usual criterion to be full-time in terms of length, i.e. the final year is less than 24 weeks, but the

student has not changed their mode of study, should be returned as full-time for the whole of the programme.

Example 5: A student enrolls on a full-time undergraduate course that starts on 1 October 2024 and finishes on 31 January 2026. He should be included in HESES/EYM 2024/25 as a full-time registration; and as a full-time registration again in HESES/EYM 2025/26 as even though he attends for less than 24 weeks, he has not changed his mode of study and is still registered as a full-time student.

Example 6: A student enrolls for a full-time 30 month undergraduate course that starts on 1 February 2025 and finishes on 31 July 2027. He should be included as a full-time registration in Table 1 and Table 2 (as a new entrant) on HESES 2024/25, and again as a full-time registration on Table 1 on HESES 2025/26 and HESES 2026/27; and on Table 2 as a continuing student in both 2025/26 and 2026/27.

Repeated years of study

- 6 Where students repeat a full year on a full-time basis, and have not progressed to the next year of study, they should be counted as a full-time student. Where a student repeats a year or part of a year on a part-time basis, and there has been no progression to the next year of the course, the student should be returned as a part-time student. In both cases, the total length of their course will increase by one year.

Example 7: A student enrolls for a three-year full-time first degree course that starts in October 2024 and finishes in July 2027. He fails his first year of study and is permitted to repeat the whole year. He would be returned as a full-time registration on Table 1 and Table 2 (as a new entrant) in HESES 2024/25 and again as a full-time registration on Table 1 and Table 2 (as a continuing student) on HESES 2025/26, HESES 2026/27 and HESES 2027/28. He has been returned four times in total, including the repeat year.

Completions and non-completions

- 7 In Tables 1, 2 and 3, providers are asked to identify the number of registered students who complete the year of study. This is all eligible students who are registered or expected to register within the academic year (or between 1 August 2024 and 1 November 2024 for new entrants on Table 3) minus those who are expected to not complete. Any transfers between ASC, modes or levels of study should be included.
- 8 Non-completions occur where students do not complete their studies due to withdrawal, dropout, or failure to complete the year of study or take part in required assessment procedures. A registered student should generally be considered to be actively pursuing studies unless the provider has been

formally notified of the student's withdrawal from the course. However, non-attendance for examinations generally indicates a student's failure to complete the year of study.

- 9 Students who sit examinations at the end of the course or year of study and fail them are deemed to have completed their studies and should **not** be included as non-completions.
- 10 Completion status is determined on a year of study basis, not on a course basis. For example, a first degree student who takes all assessments required for the first year is counted as a completion for that year.
- 11 Students interrupting their studies for the remainder of the year of study for personal reasons are included in the definition of non-completions.
- 12 Students who do not take part in all or some of the required assessment procedures for the year of study, can complete by being assessed after the end of the academic year in order to enable them to progress to the next year or graduate. This will be, for example, where a student who did not sit the original examination within the year because of illness, takes a resit examination that takes place after the end of the academic year or where a student will be handing in coursework after the end of the academic year, by agreement with the provider. Estimates of the number of registrations expected to complete in this way should be included in the number of completions returned in the tables.
- 13 At the return date of HESES, the number of students registered or expected to register that will not complete will have to be estimated. In general, estimates should be based on the proportion of non-completions in the previous year or years, or for new provision, information about similar provision in the first year of delivery. However, other methods may be used if providers believe these would provide more accurate estimates. It is not expected that providers will assess whether each individual will complete, rather that a robust method will be used in calculating estimates. It is expected that providers will examine the end of year monitoring of higher education enrolments (EYM) data extracted from the HESA student record and the HESES survey in previous years to determine if estimates made at HESES were reasonable, and if necessary adjust their methods.
- 14 Some non-completions can be included as partial completions, and these are described in paragraph 15 below. Where registrations fall into the definition of partial completions, they should be included in the total returned as 0.5 of a completion.
- 15 For **full-time and sandwich taught** courses only, registrations are considered as having partially completed in the following cases:
 - a) *Where the course is semesterised, if*
 - individual modules are presented on a semester basis; and

- the student has not withdrawn before the end of the semester in which the modules start; and
- the student has taken part in all assessment procedures required for the modules pursued that take place during or immediately after the end of the semester;

then, even if there is additional assessment of the work undertaken during the semester that falls at the end of the year of study, that the student does not undertake, the student can be counted as a partial completion.

b) *Where the course is not semesterised, if*

- the student has not withdrawn in the first four months of attendance; and
- the student has taken part in all assessment procedures required for all modules started in the first four months, that take place during the first four months; and
- there is auditable evidence to show that the student was still in attendance at the end of the four months;

then, even if there is additional assessment of the work undertaken during the first four months that takes place at the end of the year of study, that the student does not undertake, the student can be counted as a partial completion.

Example 8: A student enrolls for a semesterised full-time undergraduate course that normally starts on 1 October 2024 and finishes on 30 June 2026. She completes the first semester of the first year but drops out in the second semester due to personal reasons. She rejoins the course in the 2025/26 academic year and completes the whole of the first year, and then goes on to complete the second year of the course in the 2026/27 academic year. She should be returned in HESES 2024/25 as 0.5 of a full-time completed registration in Table 1 and Table 2 (as a new entrant). In 2025/26 and 2026/27 she should be returned on Table 2 as a continuing student at the provider. In 2025/26 and 2026/27 she should be returned on Table 1 as a full-time registration.

Example 9: 45 students enrol for a full-time undergraduate degree course in mathematics that starts on 1 October 2024 and finishes on 1 July 2028 (cohort 2). In the previous year, 51 students enrolled on the course (cohort 1). Of the 51 students, 3 changed subject in November, to study physics instead of mathematics, and 1 withdrew from the course in December. For cohort 2, on Tables 1 and 2 of HESES 2024/25, assumed completed registrations in mathematics would be 41, calculated as $45 - 3$ (i.e. $3/51 \times 45$) $- 1$ (i.e. $1/51 \times 45$) = 41. 3 registrations would be added to those already included for physics and 1 registration would not be included on any of the tables.

Example 10: 15 students enrol for a full-time HND in engineering that starts on 5 October 2024 and finishes on 1 July 2026. Based on data from previous years, 2 students are estimated to withdraw in the first year of study. Therefore, 13 assumed completed full-time registrations are

returned on HESES 2024/25. The actual number of withdrawals was 1, so 14 assumed completed registrations are counted on EYM 2024/25. Two of the 14 students who completed the first year of the full-time course decide to change their mode of study to part-time for the final half of the course. Therefore, on HESES 2025/26, 12 assumed completed registrations are returned as full-time, and 2 assumed completed registrations are returned as part-time, along with the registrations already on the part-time course.

Example 11: 10 students enrol for an undergraduate diploma starting in May 2025 and finishing in April 2026. In the previous year out of 15 students starting in May 2024, 2 dropped out in August 2024. 9 assumed completed registrations would be returned on Tables 1 and 2 of HESES 2024/25 calculated as $10 - 1$ (i.e. $2/15 \times 10$).

Example 12: 23 students enrol for a full-time first degree course. 2 students fail the first year and do not progress onto the second year of the course, instead, they repeat the whole of their first year on a full-time basis. They would be returned as a registration four times, twice for the first year of their course and once each for the second and third years of the course.

Example 13: 57 students enrol for a full-time first degree course starting in October 2024. 2 students fail the first year. The first student failed 2 modules out of a total of 10 modules and so was eligible to progress to the second year providing the 2 failed modules were retaken alongside the second year modules. This student would be returned as a full-time student three times, once for the first year of the course in 2024/25, once for the second year of the course in 2025/26 and once for the third year of the course in 2026/27.

The second student failed 5 of the 10 modules taken in the first year and did not progress to the second year of the course. He retook the 5 failed first year modules on a part-time basis in the 2025/26 academic year with the intention of resuming full-time study for the second year of the course in 2026/27. He would be returned as a full-time student for the first year of the course in 2024/25, as a part-time student in his second year at the institution in 2025/26, and as a full-time student in the second and third years of the course (in his third and fourth year at the institution) in 2026/27 and 2027/28.

New entrants and continuing students– Tables 2 and 3

- 16 Data relating to new entrants and continuing students are collected for undergraduate and PGCE (QTS) provision on Table 2 and for degree apprenticeship provision on Table 3.

New entrants

17 For the purposes of returning data on Table 2, new entrants are defined as students that are in their first year of study and are registered for a prescribed HE course leading to a recognised HE qualification. This includes:

- students undertaking a foundation year (year 0) as an integrated part of an HE course;
- students entering directly into year 2 or a subsequent year of a course.

Not included as new entrants are:

- students who have already completed an integral foundation year (year 0);
- students retaking the first year of a course;
- students transferring from another course after spending their first year at the provider on the original course;
- students who have completed an HND or foundation degree who take a top-up year to study for a degree at the same provider;
- students who resume study after a period of inactivity.

18 For the purposes of returning data on Table 3, new entrants are defined as students that are in their first year of study on a degree apprenticeship funded under the Medr scheme. This includes:

- students undertaking a foundation year (year 0) as an integrated part of the degree apprenticeship course;
- students entering directly into year 2 or a subsequent year of the degree apprenticeship course.
- students transferring from another course, that is not a degree apprenticeship course, at the provider to start a degree apprenticeship after spending their first year at the provider on the original course;

Not included as new entrants are:

- students who have already completed an integral foundation year (year 0) as part of the degree apprenticeship course;
- students retaking the first year of the degree apprenticeship course;
- students who resume study on the degree apprenticeship course after a period of inactivity.

19 If a student is on a course such that the first year of the course spans two academic years, they should only be counted as a new entrant in the academic year containing the start of their first year at the provider.

Example 14: A student starts a full-time HND course in October 2022 and completes the course gaining an HND in July 2024. He then goes on to do a top-up year at the same provider in order to gain a degree and completes this in July 2025. He would be counted as a new entrant in

Table 2 on HESES 2022/23 only, and **not** counted as a new entrant in Table 2 of HESES 2024/25.

- 20 If a student transfers after their first year of study at the provider to a degree apprenticeship course from another course, they would be counted as a new entrant on Table 3, but would be a continuing student on Table 2.

Example 15: A student starts a full-time HND course in October 2023 and decides to transfer to a degree apprenticeship course starting in October 2024. He would be counted as a new entrant in Table 2 on HESES 2023/24, as a continuing student in Table 2 on HESES 2024/25, and counted as a new entrant in Table 3 of HESES 2024/25.

Continuing students

- 21 Students returned as continuing students on Table 2, are defined for this survey as students that are in their second or further year of study at the provider and are registered for a prescribed HE course leading to a recognised HE qualification. This will include those that:
- are retaking the first year of a course;
 - have transferred in from another course after spending their first year at the provider on the original course;
 - are starting the first year of a course after completing an integral foundation year.
- 22 Student counted as continuing students on Table 3 are defined for this survey as students that are in their second or further year of study at the provider on the degree apprenticeship course. This will include those that
- are retaking the first year of the degree apprenticeship course;
 - are starting the first year of the degree apprenticeship course after completing an integral foundation year.
- 23 If a student is on a course such that the year of the course spans two academic years, they should only be counted in the academic year containing the anniversary of their start date.

Split of home residential status and eligibility for funding status

- 24 Data relating to home new entrants and continuing students are requested broken down on Table 2 into home residential status (Welsh) and home residential status (other), where other includes any other student that is eligible to be counted as a home student. For the purposes of returning data on Table 2, residential status should be based on residential status as assessed for fees purposes. Where this is unknown, domicile, based on the home postcode of the student for UK students or country for other students, can be used instead. This will generally be the domicile as returned on the HESA student record. For example, if a student is known to be a home student, but it is not known whether the student was assessed as having Welsh residential status or other

home residential status, then domicile, based on the home postcode of the student, should be used. In the context of this table, only EU students who are considered to be home students should be returned in the 'other' category. This will generally be those that started before 1 August 2021, plus any other EU students eligible to be counted as home students under the regulations.

- 25 Data are also requested split into fundable and non-fundable on Table 2. These categories follow the definitions in Annex D with the exception that HEIW/NHS-funded students should be **excluded** from the registration count.

Guidance for the return of degree apprenticeship data

- 1 Table 3 collects data about degree apprenticeships that are part of the Med-funded scheme. The table collects a number of categories of data, described below.

Framework

- 2 There are three different frameworks that can be chosen from a drop down menu.
 - Construction
 - Digital
 - Engineering and Advanced Manufacturing (EAM)

Pathway

- 3 Pathways within each framework are chosen in the table from a drop down menu. The Construction Framework has four pathways:
 - Surveying
 - Construction management
 - Quantity surveying
 - Civil engineering
- 4 The Digital Framework has three pathways:
 - Data Science
 - Cyber security management
 - Software engineering
- 5 The EAM framework has eight pathways:
 - Advanced manufacturing
 - Chemical engineering
 - Civil engineering
 - Electrical/Electronic engineering
 - Integrated engineering
 - Mechanical engineering
 - Railway engineering
 - Renewable energy engineering

Course title

- 6 The course title is completed directly by the provider and should be the same as the course title that the student is returned against in the HESA student record, for example, BSc in computer science.

Delivery partner

- 7 The delivery partner is the partner employer that the degree apprenticeship student is based at. If the apprentice is based at more than one partner in the year of study then all partners can be returned in one cell, for example, 'ABC Engineering/DEF Engineering'.

New or existing employee

- 8 The apprenticeship should be flagged as a new or existing employee of the employer. A new employee is defined as a student that commenced employment with the employer in order to undertake the degree apprenticeship, or an employee which commenced the degree apprenticeship within three months of starting the employment, otherwise the employee would be considered to be an existing employee.

SME or not

- 9 An SME is a small or medium-sized enterprise that has less than 250 employees. If the partner employer is an SME this should be flagged here using the options in the drop down menu.

SIC code

- 10 The Standard Industrial Classification of Economic Activities (SIC) code is completed using the options in the drop down menu. Details of the codes can be found on the [HESA website](#). The code is requested at the level of the 21 main industry categories:

- A Agriculture, forestry and fishing
- B Mining and quarrying
- C Manufacturing
- D Electricity, gas, steam and air conditioning supply
- E Water supply, sewerage, waste management and remediation activities
- F Construction
- G Wholesale and retail trade; repair of motor vehicles and motorcycles
- H Transport and storage
- I Accommodation and food service activities
- J Information and communication
- K Financial and insurance activities
- L Real estate activities

- M Professional, scientific and technical activities
- N Administrative and support service activities
- O Public administration and defence; compulsory social security
- P Education
- Q Human health and social work activities
- R Arts, entertainment and recreation
- S Other service activities
- T Activities of households as employers; undifferentiated goods and services producing activities of households for own use
- U Activities of extraterritorial organisations and bodies

Course length

- 11 A degree apprenticeship can be either 3, 4 or 5 years long and this should be indicated using the drop down menu.

Entry point

- 12 Students can enter the first year of study in one of three periods in the year. This column collects a combination of the academic year and period that the student first entered to the course. The periods are defined as follows:
- Period 1 – 1 August to 15 November
 - Period 2 – 16 November to 31 March
 - Period 3 – 1 April to 31 July

Return of registration and credit value data

- 13 Registration data should be returned in accordance with the guidance set out in Annex H. Credit value data should be returned according to the guidance set out in paragraphs 19 to 30 below. All degree apprenticeship registrations should continue to be included in the count of non-fundable registrations in Tables 1 and 2 even if also included on Table 3. For each combination of the categories in paragraphs 2 to 12, providers are requested to return registrations and credit values in the following columns:

New entrants in the academic year 2024/25

- 14 **Total assumed completed registrations:** Returned in this column are new entrants between 1 August 2024 and 1 November 2024 inclusive. Entrants due to start after 1 November should be excluded from this table, but are included in the other tables in the count of non-fundable registrations. Figures should be net of all known transfers, withdrawals and dropouts up to 1 November 2024.
- 15 **Total assumed completed credit values for all modules started in 2024/25:** Returned in this column are credits values associated with all modules started by new entrants, for new entrants that started between 1 August 2024 and 1 November 2024 inclusive. This includes modules that the new entrants start or will start at any time in the academic year not just those started up to 1

November. Figures should be net of all known and predicted transfers, withdrawals and dropouts.

Entrants in the academic years 2022/23 and 2023/24

- 16 **Total assumed completed registrations:** Returned in this column are registrations in the 2024/25 academic year for students that started in 2022/23 or 2023/24 and are continuing in 2024/25. Figures should be net of all known and predicted transfers, withdrawals and dropouts.
- 17 **Total assumed completed credit values for all modules started in 2024/25:** Returned in this column are credits values associated with all modules started by continuing students in 2024/25, for students who started in 2022/23 or 2023/24. Figures should be net of all known and predicted transfers, withdrawals and dropouts.

Entrants prior to the academic years 2022/23

- 18 **Total assumed completed registrations:** Returned in this column are registrations in the 2024/25 academic year for students that started prior to 2022/23 and are continuing in 2024/25. Figures should be net of all known and predicted transfers, withdrawals and dropouts.

Guidance for counting credit values for degree apprenticeships

- 19 Only credit values associated with modules, units or courses relating to degree apprenticeship registrations funded under the Medr scheme, that are eligible to be counted as defined in Annex H, should be included in Table 3.
- 20 The numbers of credit values associated with enrolments are calculated by multiplying the total number of enrolments on each module, unit or course by the number of achievable credit values associated with the module, unit or course. For example, if 50 students are registered on a module from which 10 credit values may be achieved, the number of credit values to be recorded is 500. Credit values to be recorded are the credit values associated with the module, unit or course being pursued, not those successfully achieved.
- 21 All credit based data returned should conform to the Credit and Qualifications Framework for Wales (CQFW), except that the level of study should be that of the overall qualification aim and not that of the unit or module, if different. Credit values should not exceed 360 credit values for a degree apprenticeship, for each student over the course as a whole, unless a year of study or part of a year of study is repeated where a student has not progressed to the next year of study (see paragraph 25 below).
- 22 Where CQFW credit values have not been formally allocated to elements of programmes, then notional credit values should be returned on the basis of the CQFW standard. This is 120 credit values for one academic year of HE experience for full-time degrees. In this context, it will be helpful to note the

CQFW definition of the study year in terms of notional learning time is 1,200 hours for undergraduates (academic year).

- 23 Each module or unit must be assigned to the academic year in which the module or unit started, and all credit values associated with that module or unit shown in Table 3 in that academic year only. In this way, each credit value will be counted once only, even if the module or unit spans two academic years.
- 24 Only modules essential for the award of the qualification should be counted. Optional or elective modules not essential to the award of the qualification must **not** be counted. Modules taken on a not for credit basis should not be included.

Repeated years

- 25 Where students repeat a year, the length of the course is effectively increased and the maximum number of credit values increases accordingly (for example, a degree apprenticeship usually lasting four years where 90 credits are taken per year with a repeat year becomes a five year apprenticeship equivalent to 450 credit values). Credit values associated with students repeating a semester or part of the year on a part-time basis who have not progressed to the next year of study and are not taking any modules relating to the next year of study, should be counted. However, credit values associated with repeat modules where the student has progressed to the next year of study must **not** be counted, unless the credit values associated with the module were counted as not completed in the previous year. In such cases, where credit values associated with a repeat module are counted, the maximum number of credit values over the whole course should not exceed 360.

Completions and non-completions

- 26 A module or unit and the credit values associated with it are counted as completed if all assessment required for that module or unit has been undertaken. Otherwise, the module or unit and the credits associated with it should be counted as not completed.
- 27 Where a student withdraws or drops out of their course having completed some modules or units, or continues but withdraws or drops out of some modules or units, only the credit values associated with those modules or units that were not completed should be included as non-completions. Credit values associated with the completed modules or units should **not** be included as non-completions.
- 28 Credit values associated with students who do not take part in all or some of the required assessment procedures for a module or unit for the year of study, can be counted as completed if the student is assessed after the end of the academic year in order to enable the student to progress to the next year or graduate. This will be, for example, where a student who did not sit the original examination for the module or unit within the year, because of illness, takes a resit examination that takes place after the end of the academic year or where a student will be handing in coursework for the module or unit after the end of

the academic year, by agreement with the institution. The number of credit values expected to be completed in this way should be included in the count of completed credit values.

- 29 As the request for data is in-year, the number of credit values not completed and so not included in the count of completed credit values will have to be estimated. In general, estimates should be based on the proportion of non-completed credit values in the previous year or years, or for new provision, information about similar provision in the first year of delivery. However, other methods may be used if institutions believe these would provide more accurate estimates. It is not expected that institutions will assess whether each individual will complete a module or unit, rather that a robust method will be used in calculating estimates. It is expected that end of year data extracted from HESA student record will be examined in future years to determine if estimates made at HESES were reasonable, and if methods need to be adjusted.

Examples of how to return degree apprenticeship registrations and credit values

- 30 Below are some examples of how to return degree apprenticeship data on the HESES return. If further guidance is needed for specific examples, then please contact hestats@medr.cymru.

Example 1: A student enrolls for a degree apprenticeship on 1 October 2022 and completes the programme on 31 May 2026. The student would be recorded as a registration in column l of Table 3 and the credit values associated with modules/units commenced in academic year 2024/25 would be recorded in column m of Table 3.

Example 2: A student enrolls for a degree apprenticeship on 1 January 2025. They would not be included on Table 3 of HESES 2024/25 as they did not start between 1 August 2024 and 1 November 2024 inclusive. They would be included in the end of year extract of degree apprenticeship data taken from the HESA student record for 2024/25 and on Table 3 of HESES 2025/26 as a continuing student.

Example 3: A student studies a degree apprenticeship over four years and starts in January 2025. In HESES 2024/25, the registration will be included in the non-fundable count on Table 1, and on Table 2 as a non-fundable new entrant. The student and associated credit values would not be included on Table 3 as the entrant started after 1 November 2024. The student would be included in the end of year extraction for 2024/25 in the count of registrations for 2024/25 and the associated credit values for modules starting in 2024/25 would be counted then as well. Where the modules continue into the 2025/26 academic year, completion status may have to be estimated for the associated credit values in the extraction. On HESES 2025/26, the registration would be included in the count of registrations continuing in 2025/26 along with the associated completed credit values for modules starting in 2025/26. The completion status for modules that started in 2025/26 but continued into 2026/27 because of the structure of the course would have to be estimated.

Table and column descriptions

Directly funded HEIs and FEIs

- 1 In all tables, data relating to franchised out students should be returned by the franchisor only (see Annex C, paragraph 19) and included in all relevant columns. On Table 1 and 2, each HE partner of an ITE Partnership should return only the provision taking place at their own provider. Providers are reminded that full-time home ITE (QTS) students and part-time home ITE (QTS) students on the employment based scheme at the Open University in Wales, that entered study in 2019/20 and subsequent years should be returned as non-fundable on the tables as they are the responsibility of Welsh Government. Part-time ITE (QTS) students at the Open University in Wales that are not part of the employment based scheme can be returned as fundable.
- 2 Data returned in Tables 1 and 2 and registration data returned on Table 3 may be returned to one decimal place, where full-time taught partial completions are included as 0.5 of a completion.
- 3 Credit value data returned on Table 3 must be returned as whole numbers.

Table 1

- 4 Table 1 requests information on all assumed completed student registrations for the academic year 2024/25 by level of study, mode of study and residential and fundability status. Registrations should be returned in accordance with the guidelines set out in Annex H.
- 5 The table has four principal columns.
 - **Column 1:** Numbers of completed full-time registrations, split into home fundable, home non-fundable and overseas. Figures should be net of all known and predicted transfers, withdrawals and dropouts.
 - **Column 2:** Numbers of completed sandwich year out registrations, split into home fundable, home non-fundable and overseas. Figures should be net of all known and predicted transfers, withdrawals and dropouts.
 - **Column 3:** Numbers of completed part-time registrations, split into home fundable, home non-fundable and overseas. Figures should be net of all known or predicted transfers, withdrawals and dropouts.
 - **Column 4:** This shows the overall number of assumed completed registrations. It is the sum of columns 1, 2 and 3, split into home fundable, home non-fundable and overseas. The calculation is done automatically in the spreadsheet.

Table 2

- 6 Table 2 requests information on assumed completed home fundable and non-fundable (**excluding** those funded by the HEIW/NHS) registrations that are full-time/sandwich year out or part-time, undergraduate or PGCE (QTS), at the institution for the academic year 2024/25. Data are collected by whether the student is a new entrant or continuing at the provider, ASC grouping (for full-time/sandwich year out provision), level of study, fundability status and residential status. The data returned here are a subset of those returned in Table 1. Registrations should be returned in accordance with the guidelines set out in Annex H. Figures should be net of all known and predicted transfers, withdrawals and dropouts. There are three ASC groupings used for full-time/sandwich year out provision, ASC 1a/1b for clinical and non-clinical/pre-clinical medicine, ASC 1c/1d for clinical and non-clinical/pre-clinical dentistry and ASCs 2 to 11 for all other provision.
- 7 Students from the EU included in this table should only be those with home residential status.
- 8 The table is split into two subtables collecting data about completed registrations.
- New entrants – columns 1 to 3
 - Continuing students – columns 4 to 6
- 9 The columns contained within each of these subtables are described below.
- **Columns 1a, 4a:** Number of completed Medr-fundable registrations that have home residential status and are from Wales.
 - **Columns 1b, 4b:** Number of completed Medr non-fundable registrations (other than those funded by HEIW/NHS) that have home residential status and are from Wales.
 - **Columns 2a, 5a:** Number of completed Medr-fundable registrations that have home residential status and are not from Wales.
 - **Columns 2b, 5b:** Number of completed Medr non-fundable registrations (other than those funded by HEIW/NHS) that have home residential status and are not from Wales.
 - **Columns 3, 6:** Total number of completed home registrations. The calculation is done automatically in the spreadsheet.

Table 3

- 10 Table 3 requests information on assumed completed registrations and credit values on the Medr funded degree apprenticeship scheme, by degree apprenticeship categories. There are columns for registrations and credit

values associated with students that are new entrants between 1 August 2024 and 1 November 2024 inclusive, columns for registrations and credit values associated with students that started in academic years 2022/23 or 2023/24, and a column to collect registrations information for those students that started prior to 2022/23. The data returned here are a subset of those returned as non-fundable in Tables 1 and 2. Registrations should be returned in accordance with the guidelines set out in Annex H and credit values and other degree apprenticeship information in accordance with Annex I. Figures should be net of all known and predicted transfers, withdrawals and dropouts.

11 The columns contained within the table are described below.

- **Columns a to i:** Details of the degree apprenticeship:
 - Framework (drop down menu)
 - Pathway (drop down menu)
 - Course title
 - Delivery Partner
 - New or existing employee (drop down menu)
 - SME or not (drop down menu)
 - SIC code (drop down menu)
 - Course length (drop down menu)
 - Entry point (drop down menu)

- **Columns j, l, o:** Number of assumed completed registrations.

- **Columns k, m:** Number of assumed completed credit values.

HESA/HESES mappings and end of year monitoring data extraction criteria

- 1 This annex provides mappings which Medr will use to extract EYM and other data from the HESA student record, including as part of the Information Reporting Interface Service (IRIS) process. The mappings to extract EYM data include the mapping for credit value data for all taught modes and levels of study. This annex also provides mappings used to analyse HESA data to provide information on a comparable basis to that collected or previously collected on the HESES survey. It should be noted that in some cases it is not possible to define HESES categories entirely in terms of HESA student record fields. In particular, where students follow non-standard academic years and patterns of study within the institution are not the same from year to year, there may be discrepancies in comparisons made.
- 2 In all cases, the HESES rules must be followed when completing the HESES returns. In coding student data for the HESA student record, where fields ask for funding council or regulator definitions to be used then it is those contained in this publication that should be used. However, it should not be assumed that students fall into a particular HESES category solely on the basis of the coding of HESA student record fields as there may be cases where only an approximate match of definitions can be made.
- 3 The mappings show the name of the relevant HESA field in the form of Entity.FIELDNAME. Guidance relating to the HESA fields can be found in the [HESA student record 2024/25 coding manual](#).
- 4 These mappings are those used in the end of year monitoring data extraction for 2023/24, the outputs for which are still being generated for 2023/24 HESA student record submissions at the time of publication of this circular. We are continuously reviewing the mappings we use given that a new HESA student record was implemented in 2022/23. We currently only have one full year of data to test with and so while this is the latest mapping used at the time of publication, there may be some changes to the mapping for the 2024/25 extraction once a complete set of signed off HESA student record data for 2023/24 is available for analysis. If providers have any concerns or comments about the mappings in this annex, they should contact Medr. A final mapping to be applied in IRIS for 2024/25 will be included in the 2024/25 end of year monitoring (EYM) publication.
- 5 In the following guidance, where we refer to a student or students, we mean a student on distinct engagement.

HESES/EYM population

- 6 The following categories of students are excluded from the HESES/EYM population:

Writing up or dormant for the whole academic year	SessionStatus.STATUSCHANGEDTO = 02, 04 and SessionStatus.STATUSVALIDFROM ≤ 2024-07-31
Incoming exchange students	Engagement.INCOMINGEXCHANGE = 01, 02, 03 ,04
Students not studying for at least 3% FTE	Z_STULOAD_CYC < 3.0

- 7 The following students that left in 2024/25, and whose final student course session spans academic years, though in the population, will not be counted as registrations for HESES/EYM as they will have been counted in the previous academic year. Students are excluded where they leave within the anniversary of their start date plus two weeks. If these students started modules in the 2024/25 academic year, then credit values associated with the modules may be counted.

Students in their final student course session of an engagement, attending a course assumed to span academic years	Z_NONSTANDARDSCS = 1 and 2024-08-01 ≤ Leaver.ENGENDDATE ≤ 2025-07-31 and Leaver.ENGENDDATE ≤ anniversary of Engagement.ENGSTARTDATE in 2024/25 plus two weeks
--	---

HESES/EYM categorisation

Residential status and eligibility for mainstream funding

- 8 Students will be categorised into residential status and eligibility for funding as follows:

Home fundable	FundingBody.FUNDINGBODY = 5017
Home non-fundable	FundingBody.FUNDINGBODY ≠ 5017 and Engagement.FEEELIG = 01, 03
Overseas	Otherwise

- 9 In using this coding to categorise home students as non-fundable, we are assuming that where Engagement.FEEELIG is 03 that the student is home, as eligibility of overseas students is likely to have been assessed in order to inform the level of fee charged. This could lead to some students being categorised as home non-fundable where in fact they should be overseas. Providers should pay regard to the coding of this field in order to ensure that students are correctly categorised, and minimise the use of Engagement.FEEELIG = 03.
- 10 Home undergraduate and PGCE registrations will be further categorised by residential status, using domicile as a proxy (see paragraph 21 below), into home residential status (Welsh) and home residential status (other). In doing this for Table 4 of EYM, registrations will also be categorised by funding eligibility categories, Medr-fundable and non-fundable, with HEIW/NHS-funded students excluded. Full-time home ITE (QTS) students that entered study in 2019/20 and subsequent years are expected to have been returned on the HESA student record as non-fundable, unless studying at the Open University in Wales on the non-employer based route.

Assignment to ASCs

Registrations

- 11 Full-time registrations will be assigned to ASCs on the basis of the HECoS codes shown in QualificationSubject.QUALSUBJECT and the proportions in each subject shown in QualificationSubject.QUALPROPORTION, with the exception of full-time and part-time undergraduate and PGCE ITE (QTS) (ASC 11a). The mapping between HECoS codes and ASCs in Annex E will be used.
- 12 Where postgraduate medicine or dentistry provision is coded using the general HECoS codes 100271 (medicine) and 100268 (dentistry), it will be assumed to be non-clinical.
- 13 Where registrations have HECoS codes in QualificationSubject.QUALSUBJECT that are mapped to an unclassified ASC, then the ASC is determined from the ASC of the module subject, if that is classifiable. This is done for the following HECoS codes:

101273 – combined studies
 101274 – general studies
 101275 – negotiated studies
 101276 – work placement experience (personal learning)

Undergraduate and postgraduate taught ITE (QTS) (ASC 11a)

- 14 Registrations will be assigned to ASC 11a, ITE (QTS), where Course.TTCID = 01. Registrations will be further categorised as follows:

Primary phase	StudentAccreditationAim.STUACCID = 20201, 20206, 20207, 20208, 20209, 20212
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Secondary phase	StudentAccreditationAim.STUACCID = 20203, 20204, 20205, 20211 Subject of study will be assigned using QualificationSubject.QUALSUBJECT and QualificationSubject.QUALPROPORTION
Phase unclassified	Otherwise

Credits

- 15 Credit values, taken from Module.CRDTPTS, are assigned to ASCs according to the HECoS codes of the module, returned in ModuleSubject.MODSBJ, and the respective proportions in each subject, returned in ModuleSubject.MODPROPORTION, using the mapping linked to in Annex E.
- 16 Exceptions to this are medicine and dentistry courses and ITE (QTS) courses. Modules will be assigned to medicine and dentistry (ASC 1b/1d for clinical and ASC 1a/1c for non-clinical/pre-clinical) only where the course is in medicine or dentistry. For postgraduate medicine and dentistry courses, if the module subject ModuleSubject.MODSBJ is coded the general HECoS codes 100271 (medicine) or 100268 (dentistry), it will be assumed to be in medicine and dentistry unclassified. Modules will only be assigned to ASC 11a where Course.TTCID = 01 with classification into phase using the same method as for registrations in paragraph 14.
- 17 Some HECoS codes are hard to classify into ASCs, and are therefore classified using the qualification subject, QualificationSubject.QUALSUBJECT and proportion, QualificationSubject.QUALPROPORTION. These HECoS codes are:
- 101276 - work placement experience (personal learning)
101278 - employability skills (personal learning)
101279 - advice and guidance (personal learning)

Mode of study

- 18 Mode of study is categorised as follows:

Full-time	StudentCourseSession.SCSMODE = 01 and StudentCourseSession.PLACEMENT ≠ 01, 02
Full-time sandwich year out	StudentCourseSession.SCSMODE = 01 and StudentCourseSession.PLACEMENT = 01, 02
Part-time	Otherwise

Level of study

19 Level of study is categorised as follows:

Undergraduate degree	Qualification.QUALCAT = H0003, H0004, H0005, H0009, I0001, M0002
Undergraduate non-degree	Qualification.QUALCAT = All other H, I, J and C codes (except Qualification.QUALCAT = H0013 and Course.TTCID = 01) or Qualification.QUALCAT = M0016 and Course.TTCID ≠ 01
Postgraduate taught (including PGCE (QTS))	Qualification.QUALCAT = All E codes, All other M codes (except Qualification.QUALCAT = M0016 and Course.TTCID ≠ 01) or Qualification.QUALCAT = H0013 and Course.TTCID = 01
Postgraduate taught (PGCE (QTS))	Qualification.QUALCAT = M0016 and Course.TTCID = 01 or Qualification.QUALCAT = H0013 and Course.TTCID = 01
Postgraduate research	Qualification.QUALCAT = All D and L codes

New entrants and continuing students

20 New entrants and continuing students are categorised as follows:

New entrants	Engagement.ENGSTARTDATE ≥ 2024-08-01
Continuing students	Engagement.ENGSTARTDATE < 2024-08-01

21 New entrants and continuing students at the provider will be considered home fundable or non-fundable according to the criteria in paragraph 8. HEIW/NHS students will be identified and excluded from Table 4 using FundingBody.FUNDINGBODY = 5006, 5055. Students will be further categorised into residential status, using domicile as a proxy, as follows:

Home residential status (Welsh)	Z_PERMADDCOUNTRY = XI
Home residential status (other)	Otherwise

Students franchised out

- 22 Part-time and full-time students that are franchised out are counted as those studying on modules taught at another institution. Students on partial franchises are counted as franchised out if the majority of their activity for the year is franchised out. The table below shows what will be counted as franchised out registrations in the EYM data extraction for EYM Table 3:

Wholly franchised out registrations	ModuleDeliveryRole.FRANIND = 01 and ModuleDeliveryRole.MDRPROPORTION = 100 for all modules started in the academic year (ModuleInstance.MODINSTSTARTDATE ≥ 2023-08-01 and ModuleInstance.CONTINUING ≠ 01)
Partially franchised out registrations (where resulting proportion ≥ 50%)	ModuleDeliveryRole.FRANIND = 01 and ModuleDeliveryRole.MDRPROPORTION > 0 for at least one module started in the academic year (ModuleInstance.MODINSTSTARTDATE ≥ 2023-08-01 and ModuleInstance.CONTINUING ≠ 01) Proportion of registration franchised out = Sum of Module.CRDTPTS x ModuleDeliveryRole.MDRPROPORTION over all modules with ModuleDeliveryRole.FRANIND = 01 and ModuleDeliveryRole.MDRPROPORTION > 0, divided by total credit points over all modules started in the academic year

- 23 In analysing franchised out data, the proportions may also be used to determine what volume of registration activity is franchised out to get a more accurate view of the extent of franchise provision. Further guidance on franchised out credit values can be found in paragraph 39 below.

Year abroad registrations

- 24 Undergraduate students on a year abroad, through the Taith, Erasmus+, Turing or other scheme, or work placement year abroad, though not separately identified in the EYM extraction, will be categorised as follows:

Erasmus+ year abroad registrations	OffVenueActivity.MOBScheme = 03 and OffVenueActivity.COUNTRY ≠ GB, XF, XG, XH, XI, XJ, XK (not in UK)
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Turing scheme year abroad registrations	OffVenueActivity.MOBScheme = 05 and OffVenueActivity.COUNTRY ≠ GB, XF, XG, XH, XI, XJ, XK (not in UK)
Taith scheme year abroad registrations	OffVenueActivity.MOBScheme = 06 and OffVenueActivity.COUNTRY ≠ GB, XF, XG, XH, XI, XJ, XK (not in UK)
Other year abroad registrations	OffVenueActivity.MOBScheme = 01, 04 and OffVenueActivity.COUNTRY ≠ GB, XF, XG, XH, XI, XJ, XK (not in UK)
Sandwich placement year abroad registrations (not a specific scheme)	OffVenueActivity.MOBScheme = 02 and OffVenueActivity.COUNTRY ≠ GB, XF, XG, XH, XI, XJ, XK (not in UK)

Degree apprenticeships funded under the Medr scheme

- 25 We will separately extract data for registrations and credit values that are studying as part of a degree apprenticeship funded through the Medr scheme, identified as follows:

Those who are studying as part of a degree apprenticeship under the Medr scheme	StudentInitiative.STUINITID = 020 or CourseInitiative.COURSEINITID = 020
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- 26 Additional information is collected about degree apprenticeships on the monitoring return in the IRIS outputs and mappings and guidance here and elsewhere in this circular should be used in completing that return. A full set of mappings for degree apprenticeships is available in the data requirements publication [Higher Education Data Requirements 2024/25](#), Annex J. The publication for 2025/26 will be published in summer 2025. Note that degree apprenticeships through the Medr scheme should be coded as Medr non-fundable as the funding is ringfenced.

Completions

- 27 Data relating to the latest student course session will be used in classifying registrations, using Z_LATESTSCSMRK = 1.
- 28 Registrations are assumed to be completed as follows:

Registrations that completed the year of programme	FundingAndMonitoring.FUNDCOMP = 01
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- 29 For full-time and sandwich year out taught students, registrations will be assumed to fit the definition of a partial completion as follows, and will be counted at 0.5:

Registrations that partially completed the year of programme	FundingAndMonitoring.FUNDCOMP = 04
--	------------------------------------

- 30 Proportions in each completion status category for registrations with known completion status will be used to estimate the number of completed and partially completed registrations for those registrations with unknown completion status (FundingAndMonitoring.FUNDCOMP = 03 or blank, student course session not yet completed but has not failed to complete) and these will be added to the count of completed registrations. See Annex C.

Assignment of credit values to columns in Tables 1a, 1b and 1c of EYM

- 31 For all columns of data, modules will be counted if they fit the following criteria. The outcome for the latest instance of a module will be used if there is more than one instance of the module returned in the reporting year (assuming the module first started in the academic year and is countable). This will be determined by the start date of the module instance, with the latest module instance being that with the latest start date. This means that where a module first started in 2024/25, but there are two instances, with the second instance having an outcome, that the outcome will be taken from the second instance even if ModuleInstance.CONTINUING = 01 for that instance.

Modules started in 2024/25	ModuleInstance.MODINSTSTARTDATE ≥ 2024-08-01 and ≤ 2025-07-31 and ModuleInstance.CONTINUING ≠ 01
Module is countable	ModuleInstance.MODCOUNT = 02
Module is not on a not-for-credit basis	ModuleInstance.MODULEOUTCOME ≠ 04

- 32 The number of credit values counted will be taken from Module.CRDTPTS. Where there is more than one instance of a module, credit values for that module will only be counted once.

Column 1

- 33 Credit values for modules associated with the following registrations, that were started in the 2024/25 academic year, will be assumed to be in column 1:

Those who started on or before 1 November 2024	Engagement.ENGSTARTDATE ≤ 2024-11-01
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Column 2

- 34 Credit values for modules associated with the following registrations, will be assumed to be in column 2:

Those who started after 1 November 2024	Engagement.ENGSTARTDATE > 2024-11-01
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Column 3

- 35 Credit values included in columns 1 and 2 will be counted as not completed where:

Modules not completed	ModuleInstance.MODULEOUTCOME = 03 or ModuleInstance.MODULEOUTCOME = 02 and mode of study is part-time
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- 36 Credit values included in columns 1 and 2 will be assumed to be partially completed, and counted at 0.5, where:

Modules assumed partially completed	ModuleInstance.MODULEOUTCOME = 02 and mode of study is full-time or sandwich year out
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- 37 Proportions in each module outcome for modules with known outcomes will be used to estimate the number of credit values associated with modules coded with unknown outcome (ModuleInstance.MODULEOUTCOME = 06 or blank) that are not completed and these will also be counted in column 3.

Column 4

- 38 Column 4 credit values will be calculated as columns 1 plus 2 minus column 3.

Columns 5a and 5b (Table 1c of EYM)

- 39 Franchised out modules for part-time registrations are counted as those not taught by the provider and are split between those wholly franchised out credit values, and those that are partially franchised out as defined below.

Wholly franchised out credit values	Sum of Module.CRDTPTS for all modules, where ModuleDeliveryRole.FRANIND = 01 and ModuleDeliveryRole.MDRPROPORTION = 100
Partially franchised out credit values	Sum of Module.CRDTPTS x ModuleDeliveryRole.MDRPROPORTION over all modules with

ModuleDeliveryRole.FRANIND = 01 and
ModuleDeliveryRole.MDRPROPORTION >
0 that are not wholly franchised out as
above

- 40 Credit values extracted for degree apprenticeships monitoring are also extracted using these criteria.

Students outside the HESES/EYM population (not included in EYM)

- 41 Providers return a headcount split into dormant students, students continuing study, students successfully completing and students who have withdrawn, on the HESA aggregate offshore record. We will include all headcount numbers other than the dormant students in the count against each category for our 2024/25 analysis below.
- 42 The headcount of students returned on the HESA aggregate offshore record that are based outside the UK will be categorised as follows:

Students based at a campus outside the UK	AOR.TYPE = 1 and AOR.LEVEL ≠ F
Other students based outside the UK	AOR.TYPE ≠ 1 and AOR.LEVEL ≠ F

- 43 Data will be broken down into level of study, where:

Undergraduate degree	AOR.LEVEL = H, I
Undergraduate non-degree	AOR.LEVEL = J, C
Postgraduate taught	AOR.LEVEL = E, M
Postgraduate research	AOR.LEVEL = D, L

- 44 Included in the total headcount will be the sum of AOR.HEADCOUNTSCS, AOR.HEADCOUNTSSC and AOR.HEADCOUNTSW.

Workbook notes

- 1 An Excel workbook containing spreadsheet versions of the tables to complete for the HESES 2024/25 return will be emailed to data contacts at individual institutions.
- 2 The email will contain an Excel workbook and prefixed with a four character code identifying the institution, as follows.

Workbook name	Tables included
____HESES.xlsx	Tables 1 to 3

- 3 Each table is contained in a separate worksheet within the workbook and worksheets are named after the relevant table.
- 4 In addition to the worksheets containing the tables to be completed, a worksheet containing a summary of the information returned on the tables together with data from previous years, is included in the HESES workbook. This summary worksheet contains a comparison of HESES and EYM data for 2019/20 to 2024/25, where data have been collected. The tables presented in this worksheet are for information only and no data should be entered in this table.
- 5 If the workbooks are corrupt or unreadable please contact Jodie Furnell (hestats@medr.cymru) for assistance.
- 6 It is advisable to make a backup copy of the blank workbooks before attempting to edit any of the tables.
- 7 Institutions must not attempt to change the structure of the workbook by adding or deleting worksheets, rows or columns, or by overwriting or deleting any formulae. Worksheets contain information critical to loading of the data and it is essential that the structure of the workbook is not changed in any way.
- 8 Each workbook should be saved in Excel on completion, using the same filename and extension as that originally supplied. Names of the individual worksheets must not be changed.
- 9 The workbook includes a number of validation checks (see Annex M). Institutions should ensure their data pass all validation checks before the workbooks are returned.
- 10 The date of completion must be entered in the workbook in the box provided. This information, once entered in the worksheet containing Table 1, is automatically completed in the worksheets containing Tables 2 and 3.

- 11 The completed workbooks should be returned by email to hestats@medr.cymru. We will confirm receipt of email returns.

Validation checks

- 1 A number of validation checks have been built into the Excel workbook containing Tables 1 to 3 (see Annex Q) and these are listed in paragraphs 3 to 5 below. The validation checks can be found to the right of the corresponding tables.
- 2 If data pass a particular validation check, a validation cell above the table will read 'Validation #: OK'; if data fail, the validation cell will read 'Validation #: Failure' (# denotes the particular validation check). If there is a validation failure, the cell causing the error will read 'ERROR' and be highlighted in red in the relevant validation check to the right of the table.
- 3 **Validation check 1:** In Tables 1 and 2 and for registrations in Table 3 all values entered must be to no more than 1 decimal place and must be a multiple of 0.5.
- 4 **Validation check 2:** In Table 2, totals for undergraduate and PGCE home fundable and non-fundable registrations of new entrants plus continuing students \leq corresponding totals for full-time/sandwich year out and part-time undergraduate and PGT home fundable and non-fundable registrations in Table 1, respectively.
- 5 **Validation check 3:** In Table 3, all values entered must be whole numbers.
- 6 In addition to the above validation checks, some of the tables contain credibility checks, displayed beside the validation checks to the right of the tables. HESES 2023/24 data are used for comparison purposes. Institutions are invited to check and comment on instances where a CHECK message occurs.
- 7 **Credibility check 7:** In Table 1, for each mode and level of study, percentage increase/decrease between HESES23 and HESES24 $> 25\%$.
- 8 **Credibility check 8:** In Table 2, for new entrants and continuing students, for each mode of study (full-time/sandwich year out and part-time) and ASC group, percentage increase/decrease between HESES23 and HESES24 $> 25\%$.
- 9 As well as the validation and credibility checks incorporated into the workbook, a worksheet showing summary registration data for 2019/20 to 2024/25 is included (see Annex L, paragraph 4). In this worksheet, data returned on HESES and EYM are compared. The information provided in this worksheet can be used by institutions to help identify general patterns of over- or under-prediction at HESES and analyse their estimates of non-completions. We expect institutions to look at this worksheet as part of their overall check of their return before it is submitted to Medr.
- 10 Once data are returned to Medr, further checks are undertaken.

Usage of data by Medr

- 1 The primary reasons for collecting data through the HESES survey are to have an early indication of student numbers for 2024/25; to have data for funding and monitoring of degree apprenticeship provision funded under the Medr scheme; and to inform monitoring and policy decisions in instances where data are not yet available from other sources, for example, the HESA student record. An outline of the reasons for collecting the data on each table is given below.

Table 1

- 2 Table 1 collects data relating to all completed registrations for the year. The data are used to gain a complete picture of the size of the sector and the scale of provision that is not fundable by Medr. The data in Table 1 are used to complement the Welsh Government predictions of the size of the sector and the draw on the student support budget in future. This information can be taken from the HESA student record but it is currently not timely enough for these purposes.

Table 2

- 3 Table 2 collects data relating to full-time and part-time undergraduate and PGCE (QTS) home registrations separately for new entrants and continuing students. The data are collected split by ASC grouping (for full-time/sandwich year out), residential status and whether fundable or non-fundable. HEIW/NHS-funded students are excluded from the table.
- 4 The data are split by these categories in order to get estimated figures for students under the full-time fee regime and to be able to estimate tuition fee income for different areas of provision. These figures will be used to monitor estimates of numbers of students and fee income for full-time students, including by comparing to data from other sources such as Welsh Government student forecasts, the Student Loans Company (SLC), the HESA student record and institutions' fee and access plans. Medicine and dentistry are split in the table and figures returned will be used to monitor changes in medicine recruitment given the additional funded places allocated from 2018/19.
- 5 We want to understand sooner about the changes happening in part-time undergraduate entrants, using the part-time data collected on Table 2.

Table 3

- 6 Table 3 collects information about the Medr-funded degree apprenticeship scheme. The data are used to calculate funding for the scheme and to monitor provision and report to Welsh Government on all aspects of the scheme. The introduction of this table aims to reduce burden by replacing the monitoring reports that were collected previously. See Annex O for more information.

Outcomes of the consultation on changes to HESES relating to degree apprenticeships

- 1 In November 2024, we carried out a [consultation exercise](#) with providers relating to proposed changes to the HESES survey for 2024/25. The consultation proposed to replace the current system of data collection for degree apprenticeships funded under the Medr scheme with a table collected on the HESES survey. We would like to thank the six providers who responded. The responses provided us with the information we needed to make a decision about the inclusion of a table on the HESES survey.
- 2 A number of questions were posed in the consultation and each question is taken in turn below, with a summary of the responses and action to be taken. Note that the new table was referred to as Table 4 in the consultation but is labelled Table 3 in the survey.

Question 1: Are you supportive of this proposal to replace the three in-year data collections, with one collection through table(s) added to the Medr HESES survey?

- 3 **Responses:** All responses were supportive of proposal to replace the three in-year data collections with one data collection table added to the Medr HESES survey.
- 4 **Action:** The table will be introduced to HESES 2024/25 survey with accompanying guidance.

Question 2: Are you content with the structure of Annex A Table 4? Do you have any other issues, or comments on the structure of this table or data collected within it?

- 5 **Responses:** All responses were supportive of the structure of the proposed table to be added to the Medr HESES survey. One response cited difficulty in reconciling delivery partner and SME status outside of the student system and suggested including a more detailed enrolments table in HESES.
- 6 **Action:** The table will be added to the HESES 2024/25 survey using the proposed structure, with accompanying guidance in HESES. The main purpose of the change is to reduce burden on the whole sector, so an additional enrolment level return in HESES will not be included. However we will discuss further with the provider that raised the suggestion to see if there is an alternative solution that could be adopted in future returns.

Question 3: Are you supportive of this method of payment for starters to 1 November in AY, with later starters extracted from HESA IRIS outputs and paid for in the next AY?

7 **Responses:** All responses were generally supportive of the method of payment based on starters to 1 November in the academic year. However, three providers highlighted that their levels of starters after 1 November could increase in future years.

8 **Action:** The timing of payments for funding proposed in the consultation will be implemented. We will monitor the recruitment pattern of starters after 1 November, to look at whether levels increase in future.

Question 4: Are you content that the definitions currently included in Medr HESES and EYM guidance also apply to DA programmes? Do you have any particular structures of DA programmes that do not fit in to the Medr HESES/EYM guidance offered? (see also specific Qs in next section)

9 **Responses:** All responses indicated that providers were generally content that the definitions included in HESES would apply to degree apprenticeship programmes. One provider noted that the method of deriving course level in the IRIS end of year degree apprenticeship data extraction does not match the structure found in their provider. Another provider questioned how to return the delivery partner for the academic year where there was joint provision, and also asked if the data available in drop down lists should be expanded.

10 **Action:** The HESES guidance will be updated to include degree apprenticeship specific guidance, and guidance on how to return by delivery partner where there is more than one partner in an academic year will be added. Drop down lists for all frameworks will be expanded to include all possible pathway options. The course level algorithm used for the end of year data extraction cannot be easily adjusted for all provider specific scenarios, so the ability for providers to amend the IRIS degree apprenticeship output to adapt to their particular structure will continue.

Question 5: HEPs are asked to review in particular the guidance that refers to completion of enrolments (HESES 2023/24 Annex H, paragraph 15) and completion of modules (EYM 2023/24 Annex I, paragraphs 14 to 18), and its suitability to match the DA specific structure in their provider and their ability to adhere to requirements under this guidance.

11 **Responses:** All responses were content with the current HESES/EYM guidance relating to completion of enrolments and modules. One provider requested further advice on degree apprenticeships starting after 1 November in the 2025/26 HESES, and asked if they will be a continuing student.

12 **Action:** The current HESES guidance will be used with the inclusion of guidance about the returning new starters based on recruitment date. Examples relating to starters before 1 November and after 1 November will be included.

Question 6: HEPs are asked to review in particular the guidance that refers to estimating module completion (EYM 2023/24 Annex I, paragraphs 14-18) and its suitability to match the DA specific structure in their provider and their ability to adhere to requirements under this guidance. We are proposing to add an additional DA specific example in this Annex, so welcome you sharing any structures with us that we could use in the guidance update.

13 **Responses:** All responses were content with the current HESES/EYM guidance relating to estimating module completion. One provider requested an example of how to assess module completion over the structure of a four calendar year course.

14 **Action:** The current HESES guidance will be used. An example to show how to estimate completed credits for a four year course over four calendar years will be included.

Question 7: Do you support Medr carrying out this estimation through the HESA IRIS degree apprenticeship outputs and do you have any comments on the current EYM estimation method that would not work well with your DA population?

15 **Responses:** All but one response was content with Medr modelling module completion through the HESA IRIS process, with the remaining response citing issues with course structure as indicated in Question 6.

16 **Action:** Medr will carry out modelling of module completion using 2023/24 HESA student data once available for analysis and will share the modelling with providers for input before adopting it in the 2024/25 HESA IRIS degree apprenticeship outputs. Consideration will be made to specific scenarios as identified by providers and in the structure of output tables to best enable providers to reconcile the derived data.

Question 8: In addition to the seven questions outlined above, we welcome any further comments relating to the data capture of Degree Apprenticeships for monitoring and funding uses in Medr.

17 **Responses:** A number of comments and suggestions were made. These include asking for a defined process and timeline for planning and allocation; for future IRIS reports to show modules that are not yet completed; to simplify the collection by not collecting whether the apprentice is a new or existing employee, SME and SIC code from in-year collection and collect that information at the end of year data extraction; and a request for new employee to be defined.

18 **Action:** The matter of a defined process and timeline for number planning and allocation sits outside the immediate proposed changes to 2024/25 HESES, so this will be shared more widely with the Medr staff responsible for degree apprenticeship policy and funding. The matter of collecting new/existing employee, SME and SIC code through the HESA end year IRIS degree apprenticeship outputs, rather than through IRIS has previously been

considered in Medr. This data is required to meet the in-year monitoring requirements for degree apprenticeship recruitment placed on us by the Welsh Government. Suggestions for improvements made in question 8 will be considered and included in HESES guidance, and where applicable IRIS end of year degree apprenticeship outputs and EYM guidance. In particular a definition of a 'new employer' will be included in HESES guidance and consideration will be given to expanding the HESA IRIS outputs to enable categories of module completion be separated to include 'Will continue Module in subsequent Student course session'. The completion modelling as indicated in Question 7 will address the issue of modules that span two academic years. Providers will be able to correct this data if they have additional information/improved modelling.

Funding status reference grid

Summary of funding rules by location of study 2024/25

Annex P

PT/PGT students

	In Wales			In UK outside Wales			Outside UK
	Welsh domicile	Other home domicile	Overseas	Welsh domicile	Other home domicile	Overseas	All domiciles
Distance learning	F	F	O	F	NF	O	NF & NR
At provider's campus	F	F	O	F	NF	O	NF & NR
Franchise to publicly funded provider	F	F	O	NF	NF	O	NF & NR
Franchise to non-publicly funded provider	NF	NF	O	NF	NF	O	NF & NR
Other collaborative arrangements/partnerships, including validation arrangements ¹	NF & NR	NF & NR	O & NR	NF & NR	NF & NR	O & NR	NF & NR
Any location with place funded from other sources or as part of a specific scheme ² or the place is on a closed course ³	NF	NF	O	NF	NF	O	NF & NR

FT UG/PGCE students

	In Wales			In UK outside Wales			Outside UK
	Welsh domicile	Other home domicile	Overseas	Welsh domicile	Other home domicile	Overseas	All domiciles
Distance learning - fees paid through grants/loans or by student/employer	F	F	O	F	NF	O	NF & NR
At provider's campus - fees paid through grants/loans or by student/employer	F	F	O	F	NF	O	NF & NR
Franchise to publicly funded provider - fees paid through grants/loans or by student/employer	F	F	O	NF	NF	O	NF & NR
Franchise to non-publicly funded provider - fees paid through grants/loans or by student/employer	NF	NF	O	NF	NF	O	NF & NR
Other collaborative arrangements/partnerships, including validation arrangements ¹ - fees paid through grants/loans or by student/employer	NF & NR	NF & NR	O & NR	NF & NR	NF & NR	O & NR	NF & NR
Any location with fees paid by a public body or responsibility of a public body other than Medr or funded as part of a specific scheme ² or the place is on a closed course ³	NF	NF	O	NF	NF	O	NF & NR

Notes:

F = home fundable

NF = home non-fundable

O = overseas

NR = non-returnable on HESES/EYM

¹Other collaborative arrangements/partnerships include partnerships with providers or organisations not owned by the Welsh HEI, that are not franchising arrangements, for example partnerships with non-publicly funded colleges where the provider provides quality assurance or validating arrangements only and does not provide any funding to that college.

²For example, the Medr-funded degree apprenticeship scheme.

³A course is closed if the costs of that course are met by a particular company or organisation and the course is not open to all those suitably qualified.

For joint courses, only provision belonging to the Welsh provider should be considered for inclusion on HESES/EYM. The rules above should be applied to that provision.

Shaded cells imply that approval can be sought to include students as fundable.

Sample copies of tables for completion by all providers directly funded by Medr for HE provision

Table 1: Student Registrations

Mode: All Modes

Provider:

Code:

Level of study	Assumed completed registrations in academic year 2024/25											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home		Overseas	Home		Overseas	Home		Overseas	Home		Overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	
Undergraduate										0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

 Contains formulae

Each sandwich year out registration is counted as 1.

HESES 2024/25

Table 2: Full-time, sandwich year out and part-time undergraduate and PGCE (QTS) home registrations - New entrants and continuing students at the provider (HEIW/NHS funded students excluded)

Mode: All modes

Provider:

Code:

Mode of study	Academic Subject Category (ASC)		Assumed completed home registrations in academic year 2024/25 - new entrants				
			Home residential status (Welsh)		Home residential status (other)		Total
			Medr-fundable	Medr non-fundable	Medr-fundable	Medr non-fundable	
			1a	1b	2a	2b	3
Full-time and sandwich year out	ASC 1a/1b	Clinical and Pre-clinical/non-clinical Medicine					0.0
	ASC 1c/1d	Clinical and Pre-clinical/non-clinical Dentistry					0.0
	ASCs 2-11	All other provision					0.0
Part-time	All ASCs						0.0
Total			0.0	0.0	0.0	0.0	0.0

Mode of study	Academic Subject Category (ASC)		Assumed completed home registrations in academic year 2024/25 - continuing students				
			Home residential status (Welsh)		Home residential status (other)		Total
			Medr-fundable	Medr non-fundable	Medr-fundable	Medr non-fundable	
			4a	4b	5a	5b	6
Full-time and sandwich year out	ASC 1a/1b	Clinical and Pre-clinical/non-clinical Medicine					0.0
	ASC 1c/1d	Clinical and Pre-clinical/non-clinical Dentistry					0.0
	ASCs 2-11	All other provision					0.0
Part-time	All ASCs						0.0
Total			0.0	0.0	0.0	0.0	0.0

 Contains formulae

Each sandwich year out registration is counted as 1.

HESES 2024/25

Table 3: Registrations and Credit Values on the Medr funded Degree Apprenticeship Scheme

Mode: All modes

Provider:

Code:

Framework	Pathway	Course Title	Delivery Partner	New or Existing Employee	SME or not	SIC code	Course Length	Entry Point	New entrants in academic year 2024/25		Entrants in academic years 2022/23 and 2023/24		Entrants prior to academic year 2022/23
									New entrants between 1 August and 1 November in 2024/25		Continuing Students in 2024/25		Continuing Students in 2024/25
									Total Assumed Completed Registrations	Total Assumed Completed Credit Values for all modules started in 2024/25 (associated with starters in column j)	Total Assumed Completed Registrations	Total Assumed Completed Credit Values for all modules started in 2024/25 (associated with continuing students in column l)	Total Assumed Completed Registrations
a	b	c	d	e	f	g	h	i	j	k	l	m	n
Total									0.0	0.0	0.0	0.0	0.0

Contains formulae

Medr

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