

The Universities Statistical Record - an introduction (File USRINTRO wps)

Background

The Universities Statistical Record (USR) was set up in 1968, under the joint auspices of the University Grants Committee (UGC) and the Committee of Vice-Chancellors and Principals (CVCP). This initiative was prompted by the Robbins Committee on Higher Education which, in 1963, had highlighted the lack of adequate statistical information about higher education and which stressed the importance, for planning and policy making, of devising arrangements to provide comprehensive statistics for the future. The Committee had also drawn particular attention to the need for a system which could produce information on the movement of students and staff into, within and out of higher education.

In the university sector at that time, data collection at a national level involved a series of annual returns to the UGC. These took the form of statistical tables which were laborious and time-consuming for the universities to produce, and which were severely limited as to the amount of detail and cross analysis they could provide. Aggregated statistics were compiled manually from these returns for the UGC's own use, and made more widely available only through the publications of the Department of Education and Science (DES). Delays in the preparation of the data for publication often meant, however, that the information was only of historical interest and therefore limited in its usefulness.

The UGC, in consultation with the DES, accordingly considered how the collection of student and staff statistics could be improved whilst keeping form-filling to a minimum, and it was proposed that a new central record system be developed in a form suitable for computer analysis. The choice of the Universities Central Council on Admissions (UCCA) as a location for the new record was a logical one for several reasons: it was a body controlled by the universities themselves and in whose integrity the universities would, therefore, have confidence, it already held some of the information (collected for admissions purposes on the UCCA application form) needed for compiling an undergraduate record, and, of course, it had the technical resources to accommodate the establishment of a computerised record system.

The UCCA having agreed to undertake this work, the CVCP set up a feasibility study with the UGC, the DES, the Scottish Education Department and the UCCA, and, by 1968, was able to recommend to universities that they should co-operate in the establishment of the Universities Statistical Record on the understanding that safeguards would be built into the scheme to protect individual confidentiality.

Known for its first two years simply as "ID" (standing for individualised data) the Record began with the collection of the 1968 undergraduate entry cohort and gradually expanded until, with the introduction of the Postgraduate and Staff Records in 1970 and the integration of the University of London returns in 1971, it contained details of all students and academic/academic-related staff at those universities in Great Britain funded by the UGC plus the two universities in Northern Ireland. The processing of first destination data, which had previously been gathered by university careers advisors for their own use, was taken over by USR in 1972.

In 1977 following a pilot project based on the 1975-76 academic year a fifth record was set up to provide course-based information on extra-mural and post-experience activity in universities. Known as the Continuing Education Record, it comprised a retrospective count of short courses in each academic year, and was designed pick up those areas of academic activity not already covered by the individualised records. It also replaced two existing data collection exercises (conducted by the Universities Council for Adult and Continuing Education (UCACE) and the DES). Finally, in 1985,

USR undertook the collection of university income and expenditure information and student load calculations (formerly combined in the UGC's "Form 3" return); although initially these records were used principally by the UGC for planning purposes, they became increasingly used by universities themselves as management information and formed the basis, from 1987 onwards of "University Management Statistics and Performance Indicators".

Data collection

Whilst some of the personal data on undergraduates was obtained via UCCA from the application form, all other data for new students and staff was provided annually by universities, together with updating information for those already on the records, and leaving information for those terminating their studies/service. A "snapshot" date of 31 December was chosen to allow for any changes (eg to choice of course) which might take place during the first term, so that the statistics might reasonably be said to represent the academic year, and to ensure as much consistency as possible between universities. The university officer responsible for USR returns was the Registrar/Secretary, a member of whose staff was designated the USR Correspondent in each record area. Thus, typically, USR would have contact in each university with members of staff from Registry/student records, Postgraduate Office, Personnel/Establishment Office, Careers Advisory Service, Adult Education Department, Finance Office and, as computerisation developed in universities, with administrative data processing officers.

Full details of the operational procedures for each of the Records is given in the relevant volume of the reference manuals. However, with the exception of the Continuing Education Record (where each year's return is complete in itself), they shared many similar characteristics designed to minimise the burden on universities: a "muster" of the students/staff to be updated (an "expected graduates muster" in the case of the First Destination Record); an automatic update process whereby the university needed only to deal with non-standard records (eg students repeating a year); computer validation, including relationship checks between certain fields; error listings pinpointing problems; and feedback in the form of summary tables for universities to check. At this point, if satisfied with the tables, the correspondent was required to certify - on behalf of the university - that the figures correctly represented the position at the date in question. Until that certification was made, no statistics would be released in respect of that university (with the exception of provisional figures to the UGC and its successor funding councils).

Production of statistics

The production of statistics from the Record began in earnest in 1973, when the total output of 321 tabulations was provided to the UGC: some for its own use, others to be passed on to third parties. Progressively, however, as the quality of the data improved (and as significant time series became available), the output rose to over 3000 tabulation a year, as USR began to supply statistics direct to government departments and agencies, to industry, to professional bodies and, of course, to the universities themselves. Usage within higher education was predominantly for management purposes, including resource allocation and the development of performance indicators, and for research, but in at least one institution, USR statistics also provided project material for undergraduate students. When USR ceased operations in 1995, a total of 32,358 tabulations had been generated from which over 47,500 analyses had been supplied. Of these, nearly 48 per cent had been requested by universities (including the former PCFC institutions) or by inter-university bodies.

Access to USR statistics was governed by rules laid down by the USR Policy Group, membership of which comprised four Vice-Chancellors, a Committee member and a senior officer of the UGC (subsequently two officers of the Funding Council), the Director of Statistics of the DES, and observers from both the Association of University Teachers and the National Union of Students. The Policy Group was responsible for determining what data might legitimately be included in the Records, and for safeguarding the confidentiality not only of individual students and members of staff,

but also of the universities themselves. Broadly speaking, there were no limitations on the provision of aggregated statistics at national level, but individual university statistics might only be provided with the consent of the institutions concerned. In practice, university consent was rarely withheld, although there were often conditions stipulated, reflecting university concerns eg regarding the publication of "league tables". The consultation process was particularly valuable, however, in giving universities an opportunity to comment on the statistics to be provided, and thus offering the user an insight into potential problems of interpretation of which they might not otherwise have been aware.

Publications

Much of the data supplied by USR has been used in journals, books and reports produced by other organisations, however when, in 1982, the DES ceased publication of the university volume of the "Statistics of Education" series (last edition - 1979), USR began to publish, on behalf of the UGC, the annual "University Statistics" series, in three volumes dealing with students and staff, first destination of graduates, and finance respectively. Fourteen editions of series were produced between July, 1982 and June, 1995. In 1989, USR also took over publication, on behalf of CVCP, of "University Management Statistics and Performance Indicators", the ninth and final edition of which was issued in May 1995.

Content of the Records

Listed below are the principal variables held on each of the USR records

(a) UNDERGRADUATES

- (i) Personal information. Date of birth, sex, marital status, country/county of domicile, country of birth, whether home or overseas student for fee purposes, occupation of parent or guardian
- (ii) Academic history. Last full-time school attended, other full-time/part-time post secondary educational institution attended, GCE 'A' level or Scottish Certificate of Education higher grade results, other entrance qualifications, course for which admitted.
- (iii) Annual information. University, subject of course, normal duration of course, type of course, year of course, date of enrolment, method of study (full-time, part-time, sandwich, etc), qualification aimed for, source of fees, accommodation (hall, lodgings, home, etc)
- (iv) Leavers' details. Qualification obtained, class of degree, date of leaving, reason for leaving, first destination

(b) POSTGRADUATES

- (i) Personal information. Date of birth, sex, marital status, country/county of domicile, entry qualifications, whether home or overseas student for fee purposes, subject of first degree, previous UK university
- (ii) Annual information. University, date of enrolment, normal duration of course, method of study (full-time, part-time, sandwich, etc), qualification aimed for, source of fees, nature of study (taught course or research, accommodation (hall, lodgings, home, etc), qualification obtained in current year
- (iii) Leavers' details. Qualification obtained, date of leaving, reason for leaving, first destination

(c) STAFF

(i) **Personal and academic information:** Sex date of birth; nationality; date of first recruitment to UK university service; nature of qualifications; degrees obtained.

(ii) **Annual information:** University; employment in previous year; method, function and grade of employment; academic discipline; cost centre; salary structure; salary (£5000 bands); clinical or non-clinical rates; source of finance; type of superannuation; degrees obtained in current year.

(iii) **Leavers' details:** Destination on leaving university service (type of employment, retirement, etc); date of leaving; whether pension supplemented (if retiring).

(d) CONTINUING EDUCATION COURSES

University; subject; organising department; aim of course; occupational background of students; overseas provision; principal source of finance; awards (if any); mode of attendance; type, structure and length of course (in contact hours); number of students; student hours per course.

(e) FINANCE

Income and expenditure; university; cost centre.

(f) STUDENT LOAD*

Undergraduate, postgraduate (taught course or research); cost centre.

** Student load data, together with some staff data, is incorporated into the Finance Record discs.*

USR Data files - Notes on data fields (File USRRECDS wps)

NB These notes are intended as a supplement to, NOT a substitute for, use of the USR Reference Manuals.

Where appropriate, the notes are duplicated in the relevant sections of the Data Dictionary

GENERAL NOTES *(applicable to more than one record)*

Domicile/ country of birth/nationality

- The overseas country codes were used for domicile (based on the student's permanent home address), country of birth and, where appropriate, for nationality, in the latter two fields "Code 000" was used for UK. Following a decision by the Department of Education & Science in April, 1988, nationality was discontinued as a compulsory field on undergraduate and postgraduate records, however, some universities requiring the data for their own use - eg for compiling electoral rolls - continued to return it on the Record. Where countries have merged or split, both old and new names may be listed. Multiple "not known" codes may be the result of coding errors which have proved impossible to resolve.

- The coding of UK counties, etc reflect the local government boundary changes which took place in the 1970s, hence the allocation of more than one code to many locations. Duplication of codes was, however, avoided. The code used normally depends on the student's date of entry to the student records, but for students whose attendance spanned the changeover period, more than one code per location may appear on the file. (Domicile codes can also be updated to reflect change of permanent home address). Multiple "not known" codes can be similarly explained, but may also be the result of coding errors which have proved impossible to resolve.

Jointly-run courses

- Where degree courses are run jointly by two or more universities, the institutions were required to reach agreement about the number of students to be returned by each, since the USR systems could not handle multiple registrations and the University Grants Committee would not accept the registration of all students at each university because of the problems inherent in double counting.

Fee-Paying Status.

- Fee-paying status is normally determined by permanent home residence prior to entry, however, in the case of countries joining the European Community, students were reclassified in according to their status at the beginning of the academic year prior to the date of the return. For example, Spain and Portugal joined the European Community from 1 January 1986, Spanish and Portuguese students were therefore returned as paying "overseas" fees as at 13 December 1985, and paying "home" fees as at 31 December 1986.

Source of finance/source of fees

- The original "source of finance" field on the undergraduate and postgraduate records (with different coding values on each record) was open to different interpretations eg the inclusion or otherwise of maintenance grants. From the 1991 records onwards, the field was redefined explicitly as "source of fees" with a new code list common to both undergraduate and postgraduate records.

Reason for leaving

In the constituent colleges of the University of Wales, the categories "transfers" and "secondment" include a significant number of students transferring within the University of Wales, who are not to be regarded as "non-completions". Transfers and secondments to the polytechnics/colleges which are now universities are always shown as leaving "for other reasons" and cannot be separately identified.

Region of university

The regional grouping usually used (unless otherwise requested) is as follows

North Durham, Newcastle,

North West Lancaster, Liverpool, Manchester, Manchester Business School UMIST Salford

York & Humberside Bradford, Hull, Leeds, Sheffield, York,

East Midlands: Leicester, Loughborough, Nottingham;

East Anglia: Cambridge, East Anglia;

South East: Essex, Kent, Oxford, Reading, Southampton, Surrey, Sussex;

London area (sometimes included in South East): Brunel, City, London, London Business School;

South West: Bath, Bristol, Exeter;

West Midlands: Aston, Birmingham, Keele, Warwick;

Wales: Aberystwyth, Bangor, Cardiff, Lampeter, Swansea, UWCM, UWIST;

Scotland: Aberdeen, Dundee, Edinburgh, Glasgow, Heriot-Watt, St Andrews, Stirling, Strathclyde;

Northern Ireland: Belfast, Ulster.

Type of university:

The "type of university" grouping usually used (unless otherwise requested) is as follows:

Oxbridge: Oxford & Cambridge

Older Civic: Belfast, Birmingham, Bristol, Cardiff, Durham, Leeds, Liverpool, London, Manchester, Sheffield;

Newer Civic: Exeter, Hull, Leicester, Newcastle, Nottingham, Reading, Southampton, Swansea;

Ex Colleges of Advanced Technology (ex-CATs): Aston, Bath, Bradford, Brunel, City, UMIST, Salford, Surrey, UWIST, Heriot-Watt, Strathclyde;

New Universities: East Anglia, Essex, Keele, Kent, Lancaster, Sussex, Warwick, York, Dundee, Stirling, Ulster;

Other Scottish: Aberdeen, Edinburgh, Glasgow, St Andrews;

Other Welsh: Aberystwyth, Bangor, Lampeter, UWCM.

UNDERGRADUATE RECORD

Ethnic Origin:

- Ethnic origin is supplied on a voluntary basis by students on their UCCA/UCAS application form, and was collected for the first time in respect of new entrants in 1990. In the period 1990-1993, the information was only sought from UK domiciled students.

Parental occupation:

- There are three different classification applicable to this field, covering the years 1972-1979, 1980-1992, and 1993. Because of the length of the code lists, these are contained in a supplementary file **UGDICPO.wps**.

Type of school:

- These codes were compiled over time from the school code lists of the Department of Education and Science. The lists contained some anomalies between different years and between the differing education systems within the UK, and also included types of establishment (eg nursery schools which were not appropriate. For USR statistical purposes, the codes were normally grouped as follows: Grammar = Codes 05, 41-43; Comprehensive = 08, 36, 50, 55, 85 & 86; Independent = 15,16 & 93; Other = all other codes.

Entry qualifications:

- It is important to remember the differences between the Scottish school leaving examinations and those in the rest of the UK, particularly in analysis which look at completion rates and/or degree performance. Comparisons between "Higher" grade scores and "A-level" scores are not valid (for score calculation formulae, see University Statistics Volume 1, Appendix 1, para B7). It should also be noted that this produces a different age profile of Scottish school leavers.

Type of further/higher education:

- Like Type of school, these codes were compiled over time from Department of Education and Science lists which lists contained some anomalies between different years and between the differing education systems within the UK. If some types of establishment are unfamiliar, it must be remembered that the terminology may refer to the situation over 20 years ago..

'A' level/SCE Higher grade sitting

- This field, whilst primarily intended to indicate when a school leaving examination was taken, was extended to allow GCE "AS" level examinations to be identified

Calculation of GCE "A" and "AS" level, and SCE Higher grade scores

GCE "A" and "AS" levels

Two different scoring methods have been used for GCE examination results

- From 1972 to 1987, prior to the introduction of "AS" levels, for entrants with two or more "A" levels, account was taken of the **best three** "A" level passes - whenever obtained, duplicate subjects having been discounted.

"A" level scores, for up to a maximum of three passes, were calculated as follows

A = 5, B = 4, C = 3, D = 2, E = 1

giving a possible maximum score of 15

- From 1988 onwards, "AS" levels were scored as 'half "A" levels', so in order to avoid fractions, the scoring calculation was changed. For entrants with two or more "A" levels or "A" level equivalent passes, account was taken of the **best three** "A" level or "A" level equivalent passes - whenever obtained, duplicate subjects having been discounted. Thus scores, for up to a maximum of three "A" level or "A" level equivalent passes, were calculated as follows

A = 10, B = 8, C = 6, D = 4, E = 2

whilst "AS" level grades were scored

A = 5, B = 4, C = 3, D = 2, E = 1

giving a possible maximum score of 30

SCE Higher grade scores

For entrants with three or more SCE Higher grade passes, account is taken of the **best five** passes (whenever obtained) duplicates having been discounted. The SCE Higher grade scores, which have remained the same throughout the period of the Undergraduate Record, are as follows

A = 3, B = 2, C = 1

giving a possible maximum score of 15 NB Certificate of Sixth Year Studies (CSYS) passes are not used in the calculation of SCE Higher grade scores

Subject of study. (Also used for course code of acceptance)

- It must be remembered that not all universities will classify a degree subject in the same way. For example, there are explicit subject of study codes for Geography, but at East Anglia the code used (in the 'old' classification) is F900 (because students in areas related to geography are included in the School of Environmental Sciences, whilst at Keele all geography graduates have taken combined honours and are classified accordingly)

- 1972 - 1984 files for details of the way in which universities allocated the third and fourth digits of these subject codes, reference would have to be made to the UCCA Handbook for the relevant year of entry. Since, however, universities were allowed considerable latitude and, for example, used numbers/characters to identify courses of differing lengths, in most cases it will be safer to carry out analyses using the first two digits only. It must also be noted that combined subjects appear in the "78 group" classification under the subject which happens to occur earliest in the list - eg Code 19 (combinations of engineering and technology with other subjects) falls into the Engineering and technology group even though the course may contain an equal element of, say, a language. The subject imbalance which this produced in the statistics, was one of the reasons for the development of the new subject classification introduced in 1985

- 1985 files onwards for full details of 4 character subject code structure - designed to show equal and major/minor combinations, refer to Universities Standard Classification of Academic Subjects (in binder with reference manuals)

Type of course

- Originally intended to distinguish only between full-time, part-time and sandwich courses (as opposed to the student's method of study), this field was extended at the request of the Department of Education and Science to provide detail of the scope of teacher training courses undertaken by students aiming for qualified teacher status (QTS)

Method of Study:

- The definitions of full-time and part-time undergraduate students normally used for USR statistics (as first specified by the University Grants Committee) are as follows:

Full-time = full-time (code 1), sandwich (code 3), and spending an obligatory year away from the university eg language students abroad (code 6):

Part-time = part-time (code 2).

- A common classification for both undergraduate and postgraduate students was introduced in 1985 ; only codes applicable to undergraduates are included in the undergraduate data dictionary.

Source of finance/source of fees:

- It was not clear whether or not universities were including a student's maintenance funding when using the classifying "source of finance". To avoid confusion a new "source of fees" classification (common to both undergraduate and postgraduate records) was introduced for 1991 files onwards.

Qualification aimed for/obtained:

- Selected medical and veterinary students intercalate a year during their course to take a B.Sc. This is reflected in the Record by a change in "qualification aimed for" and, where necessary, in institution code, and by the insertion (if appropriate) of an interim award of degree.

- When the Undergraduate Record began, B.Ed degrees were not included, as they were already being returned to the Department of Education and Science (DES).

- Architecture degrees are offered in a variety of different forms at different universities. In most cases, the first stage is a B.Sc (or a BA) in Architecture, followed by 12 months professional practice in an architect's office. The second stage (of one or two years' duration) may be a Diploma, a B.Arch degree, or an M.Sc. In the latter case, most universities classify it as a "second first degree", notwithstanding its title. Other universities regard it as a Higher degree and, having shown the students graduating with a first degree, then place them on the Postgraduate Record.

- Where students appear to be obtaining a degree after only one year's attendance, the usual reason is that they have been prematurely deleted from the record and have had to be added back on in order that their degree may be recorded.

- Franchise and similar arrangements: where students attend the first year or first two years of a degree course at a further/higher education college as part of a formal arrangement (whether in the UK or overseas), they will be shown on the USR Record as entering the second/third/fourth year of course as appropriate. In some cases, however, the arrangement may require them to be registered students of the university for the whole of the course; they would be entered on the Record from year one, but shown as "not in attendance" for the period spent in the further/higher education college.

Class of degree:

- Care must be exercised when comparing "class of degree" between universities. In the Scottish universities, a high proportion of students take a general/ ordinary degree from choice and this does not imply lack of success on an honours course. Initial enrolment may, however, be for the four-year honours course with "duration of course" coded accordingly. If working from an entry cohort, it must be remembered that a high proportion of Scottish students enter with SCE qualifications and undertake a four-year honours degree, which also affects comparability with students holding A-level and other entry qualifications, who may be on three-year honours courses.

- The "unclassified" code is often used, particularly by the University of London, for Honours degrees where classifications are never awarded (eg in medicine). It should not be interpreted automatically as an unsatisfactory or failed honours degree.

POSTGRADUATE RECORD

Subject of study:

- 1972 - 1984 files: Although subject of study was only available as a two digit field on the postgraduate record before 1985, the space allocated was extended retrospectively to four digits (to give consistency of file format with later years) from 1985 onwards by the addition of two following zeros.) It must also be noted that combined subjects appear in the "78 group" classification under the subject which happens to occur earliest in the list - eg Code 19 (combinations of engineering and

technology with other subjects) falls into the Engineering and technology group even though the course may contain an equal element of, say a language. The subject imbalance which this produced in the statistics, was one of the reasons for the development of the new subject classification introduced in 1985

- **1985 files onwards** in many cases, universities use only two characters (followed by two zeros), as listed below, to classify postgraduate study/research. At the request of the Council of University Management Schools, a 4-character code N190 was, however, specially allocated, from 1989 onwards, for use with MBA courses (from 1988 onwards for member universities of the Council), and universities were of course free to use all four characters if they considered it appropriate. For full details of 4 character subject code structure - designed to show equal and major/minor combinations refer to Universities Standard Classification of Academic Subjects (*in binder with reference manuals*)

Method of Study

- The definitions of full-time and part-time postgraduate students normally used for USR statistics (as first specified by the University Grants Committee) are as follows

Full-time = full-time (code 1) and sandwich (code 3), on courses of nine months or longer,

Part-time = part-time (code 2), still engaged in the work of the course and supervised, but working away from the university, previously described as not in attendance

but supervised (code 4), plus full-time (code 1) and sandwich (code 3),

on courses of less than nine months

- Members of staff who are registered for degrees are shown as part-time students. This was an explicit ruling from the UGC, as follows "Students enrolled as postgraduates who are paid as research assistants or the like, financed from Research Council grants or research contracts, and students in the employ of outside research organisations, cannot be regarded as full-time even if registered as internal students of the university, and should be recorded as part-time (code 2). Similarly, students who are doing their main research work outside the university, although under the supervision of university staff, or students enrolled for research degrees who are in their fourth or subsequent years (provided they are still being supervised by university staff), should be shown as code 4 (not in attendance but supervised) and will be counted as part-time in published statistics"

- A common classification for both undergraduate and postgraduate students was introduced in 1985, only codes applicable to postgraduates are included in the postgraduate data dictionary

Nature of Study

- At the request of the Department of Education and Science, this classification was extended to include details of the scope of the taught courses for students aiming for "qualified teacher status" (QTS)

- In the absence of a formal procedure for coding "distance learning", a nature of study code 3 was introduced on an experimental basis in 1985. Although not mandatory, it was used by a number of universities and indicated a need for formal coding which, had USR continued, would have been introduced.

Source of finance/source of fees

- It was not clear whether or not universities were including a student's maintenance funding when using the classifying "source of finance". To avoid confusion a new "source of fees" classification (common to both undergraduate and postgraduate records) was introduced for 1991 files onwards

FIRST DESTINATION RECORD

- For first degree graduates, the Record relates to graduates leaving university in an academic year (1 October to 30 September), detailing arrangements made by 31 December following. Higher degree graduates, however, who may leave university some considerable time before the award of their degree, are included in the Record of the relevant academic year in which their degree is awarded, but the first destination data relates to arrangements made by 31 December following the academic year in which they left university

- Prior to the 1973-74 academic year, First Destination data was not collected for graduates in medicine, dentistry and veterinary science

- From 1986-87 onwards, students obtaining a professional teaching qualification at degree level as a result of initial teacher training, having completed either a B Ed or a Postgraduate Certificate of Education (PGCE), were brought within the scope of the Record, having previously been explicitly excluded.

- External graduates of the University of London (*who are not included as students in the Undergraduate or the Postgraduate records*) were included in the First Destination Record up to and including 1990-91 only.

STAFF RECORD

Nationality:

- Where countries have merged or split, both old and new names may be listed. Multiple "not known" codes may be the result of coding errors which have proved impossible to resolve.

Main subject department of teaching (for files 1972-1983):

Prior to 1984, all staff - both academic and academic-related - were coded (where applicable) by "main subject department". This did not, however, always indicate clearly whether it referred to location of teaching or to subject taught, where these might differ. From 1984 onwards, this classification was replaced by "Cost centre" (providing location) and "Academic discipline" (providing area of principal academic interest). The latter field physically replaced "main subject department of teaching" in the record format, pre-1984 files being converted from a two-digit to a four-digit field by the addition of two zeros.

Academic discipline:

For full details of 4 character subject code structure - designed to show equal and major/minor combinations, refer to Universities Standard Classification of Academic Subjects (*in binder with reference manuals*).

Method of Employment:

- The definitions of full-time and part-time staff normally used for USR statistics (as first specified by the University Grants Committee) are as follows:

Full-time = full-time (code 1), on secondment (code 3, extended sick leave (code 4), maternity leave (code 5) and sabbatical leave (code 6);

Part-time = part-time (code 2); part-time, re-employed after retirement (code 7).

Cost centre:

- Cost centre is defined as the department (or group of departments with similar academic and resource consumption characteristics) from which the member of staff's salary is paid. Because the structure of the Record did not allow the coding of more than one cost centre per member of staff, universities had to decide which cost centre might be the most appropriate or, if there were several staff in the same situation, would balance them numerically between the cost centres.

Staff transfers:

Staff moving from one UK university to another would be shown as "destination on leaving" code 00 (employment in other UK university); on arrival at their new institution, they would be recorded with "employment in previous year" code 00 (employment in other UK university). In practice, however, not every transfer was 'resolved' or picked up by a receiving university; similarly, some members of staff **not** shown as transferring to a UK university destination, in fact are returned as such by another institution. It must be remembered that a member of staff is under no obligation to disclose his/her destination to the university he/she is leaving, so whilst "destination on leaving" statistics can give a rough guide to movements, for greater accuracy "employment in previous year" analysis should be used. (*"Transfers between universities" as published in University Statistics Volume One, are based on transfers in, not transfers out*).

CONTINUING EDUCATION

- At the start of the Continuing Education Record, those universities which had "responsible body" status (ie were running liberal adult education courses partly funded by the Department of Education and Science), were already making statistical returns to DES and found it relatively easy to provide similar data to USR for both liberal adult education and post-experience courses. It did not prove possible to obtain the same comprehensive level of returns for courses run by other university departments. As a result, although the statistics of courses run by "extramural, etc departments" can be regarded as reasonably complete, throughout the period of the record, at least part of the increase in the number of courses run by other university departments is due to their having been "discovered" and included for the first time, although they represent an area of activity which had been in existence for some time.

Aim of course.

This field was added to the Record for the 1987-88 academic year at the request of the Department of Education and Science, to enable them to identify the numbers of professional updating courses being provided.

Organisation (organising department).

At the introduction of the Record, the level of detail in this field was deemed sufficient to meet the needs of the University Grants Committee, the Universities Council for Adult and Continuing Education, and the Department of Education and Science (*returns of the latter two bodies were replaced by the Record*). Had USR continued, however, it was intended to expand the field to cover greater departmental detail, in the form of cost centre codes.

Occupational background of students.

At the introduction of the Record, approximately 50 per cent of the courses on the Record were run by extramural/adult education departments, most though not all these courses being classified as liberal adult education. In view of the perceived growth in the number of professional updating courses, this field was intended to help identify courses organised for vocationally recruited groups (even though the courses themselves might not necessarily be "vocational").

Main subject of course:

Whilst it was obviously desirable that the subject classification used for the Record should be compatible with that used for the individualised student records, it was clear at the outset that a system used eg for undergraduate study was inadequate to cover the range of professional and liberal adult education courses anticipated in continuing education. It was accordingly decided to devise a new classification, based on the "78 subject groups" but developed in consultation with academic and professional bodies. Since the Standard Classification of Academic Subjects, introduced in 1985, was likewise inappropriate for continuing education, the old classification was retained for the full duration of the Record.

USR Data files - Notes on individual university records

(File USRUNIV.wps)

The following notes arise either from problems with the Records known to USR or from comments made by universities when asked to agree to the release of individual university statistics.

ABERDEEN

Undergraduate:

- The University regulations allow students re-sit final examinations over a period of up to four years (unlike the majority of universities which only allow a period of up to two years at the most). Until 1983, any such students leaving the University were reported as leavers, even if there was a possibility that they might return to re-sit. Because, however, between 30% and 40% of these students did return, the University felt that this gave a misleading impression of their completion rates and, from 1983 onwards, used the following procedure: any students who would previously have been shown as leavers with "reason for leaving" code 2 (academic failure), code 4 (health) and code 6 (other reasons), were held in suspense while there was a reasonable expectation that they could return. Initially this period was set at two sessions after leaving; however, the University had always intended that it should be four sessions, and this was implemented when their new student record system was introduced in 1989 (affecting the University's returns to USR from the December 1989 return onwards. "Unsuccessful leavers" ie those who have spent the maximum permitted period in suspense are the only ones to which the University allocates "reason for leaving" code 2 (academic failure) or, more often, code 6 (other reasons). These factors obviously can have a distorting effect on analyses of completion rates when trying to compare Aberdeen with other universities.

- Where students (especially in Arts) are not required to opt for specific courses on admission, they will initially be given "combination" subject codes, until more precise information becomes available.

ASTON

Continuing Education

- A substantial number of the short courses run by Aston fall into the "distance learning" category. The University was unable to quantify them in terms of contact hours (or even, in some cases, of student numbers), and it was not therefore possible to include them in the Continuing Education Record.

BATH

Undergraduate & Postgraduate

- Unlike most universities, the University of Bath treats its M Eng students as postgraduates; students graduating with a B Sc for the course qualifying for admission to the M Eng course are treated as leavers, removed from the undergraduate record and, on admittance to the M Eng course, are shown as postgraduate new entrants.

BELFAST

Staff

- The staff who are shown under cost centre 12 (agriculture & forestry) at Belfast are in fact employed on Civil Service conditions of service and paid directly by the Northern Ireland Department of Agriculture. It was suggested, in 1988, that the inclusion of these staff on the record might be inappropriate since they do not appear on the University payroll; the University, however, was reluctant to omit such a significant area of activity from its returns and continued to include them, shown as wholly outside funded, with a nominal salary of £1.

Continuing Education

- No postgraduate medical education courses are returned by Belfast, because although this activity was, in the past, a function of the University's Faculty of Medicine, by the time the Continuing Education Record was introduced, it had been transferred to the Northern Ireland Council for

Postgraduate Medical Education - an independent body funded by the Northern Ireland Department of Health & Social Services

BIRMINGHAM

Staff

- In January 1991, the Vice-Chancellor of the University indicated that he did not wish the salaries of Professional and equivalent grade staff (Grade code 2) to be disclosed (despite the rules of complete confidentiality of the USR Record, and despite a CVCP statement confirming the importance of the continued collection of this data), and took the decision that Birmingham would no longer include these salaries in its returns to USR. Salaries were returned (by the Vice-Chancellor personally) for the record as at 31 December 1990, but none were received for 1991, 1992 or 1993

BRISTOL

Continuing Education

- Due to a technical problem at USR, the Bristol Continuing Education statistics for 1992-93 were short by 1116 courses and 25830 students. Unfortunately this omission was not detected by Bristol until October 1994, by which time the figures had already been published in "University Statistics". Contrary to usual practice, however, the Record was amended at that time, so that although the published figures are wrong, the data files are now correct

BRUNEL

Undergraduate and postgraduate

- Accommodation in the 1984 student record files, Brunel was one of four universities (the others being Hull, Leeds & Sheffield) with coding discrepancies between "home", "lodgings" and "other accommodation". The figures for "colleges & halls" for this year are correct, but the other categories should be grouped together to avoid distortion

CAMBRIDGE

Undergraduate

- Some medical students, after completing their pre-clinical studies transfer to the University of London for the clinical part of the course, but return to receive a Cambridge degree

- The University of Cambridge does not class its degrees, but awards classes in the Tripos (honours) examinations usually taken at the end of each year. A student must pass two Tripos examinations to be awarded the BA Degree with Honours (some examinations are sub-divided into two parts which are taken over two years). The class of degree recorded on the USR is the best result obtained and not necessarily that obtained in the final year. As a result of this, the number of First Class and Class II Division 1 degrees are inflated.

- All engineering courses at Cambridge are coded as "General Engineering" ie the engineering sub-disciplines are not separately identified

- Management Studies at Cambridge is taught within the context of engineering and is therefore coded H1N1 not N100

Postgraduate

- In 1987, it was discovered that Nature of Study had been incorrectly coded by the University in both the 1985 and the 1986 returns. Although it was possible to correct the 1986 records, it was too late to re-open 1985 and, in consequence, all students with "qualification aimed for" code 99 (not yet decided) are shown as nature of study code 1 (taught) when they should be code 2 (research)

Staff

- Staff at both Cambridge and Oxford may be appointed initially to "college" posts. In such cases, they will be shown by their previous institution as "transfers to a UK university". The transfer will not be resolved (ie picked up by Cambridge/Oxford on the USR Staff Record), until they eventually move to the main University payroll, at which point their "employment in previous year" will be shown as code 15 - newly eligible for inclusion on the record

CARDIFF

- Merged with the University of Wales Institute of Science & Technology (UWIST) to become the University of Wales College of Cardiff from 1 August 1988. The new combined institution is shown on the USR records as Code 3500 (the code formerly used for Cardiff).

Undergraduate:

- Although medical students are admitted to the Welsh National School of Medicine (later re-named the University of Wales College of Medicine), all pre-medical, pre-dental and pre-clinical teaching takes place at University College, Cardiff, and the students appear on the Cardiff record until they transfer to the College of Medicine for their clinical studies.

- Entrants to the Faculties of Arts, Pure Science and Economics are given the subject codes 7600 (arts general and combined), 3800 (combinations of biological and physical sciences), and 4900 (combinations within social studies) respectively.

Undergraduate & Postgraduate

- Arising from the merger, and because of differences between the computer systems of the two institutions, 1239 returning UWIST students (undergraduate and postgraduate) were entered with "blank" instead of a valid accommodation code, thus inflating the "other/not known" category for the return as at 31 December 1988.

First Destination

- The first combined First Destination return arising from the merger was for graduates in the 1988-89 academic year.

DUNDEE

Undergraduate

- As in some of the other Scottish universities, students are often shown, during early years of their course, with a broad combination subject code which is defined more precisely in due course when choice of options is known.

DURHAM

Postgraduate

- This University was the first to indicate a wish for a "distance learning" code (see notes).

EAST ANGLIA

Staff

- In 1972 and 1973, the Vice-Chancellor was not included in Staff Record "because the singularity of this record would make it immediately identifiable". The University revised its position, and included the Vice-Chancellor, from the 1974 Staff Record onwards.

EDINBURGH

- The University's School of Dentistry was progressively run down towards closure in 1993-94, which consequent effects on staff and student numbers.

Staff

- Prior to the December 1987 return, the University returned a number of academic staff who, though not medically qualified, were in receipt of clinical salaries (and had a clinical status code accordingly). The University Grants Committee indicated that it did not recognise the payment of clinical salaries to non-medically qualified staff; it was therefore agreed that from the 1987 return onwards, these staff would be treated as being paid on non-clinical rates (reflected in their clinical status code), and that the additional salary should be regarded as a supplement. The actual salary is, of course, recorded but the appropriate salary point was supplied manually by the university since it could not be derived automatically.

ESSEX

Undergraduate

- Due to a programming error by the University, subject of study was incorrectly coded, in both 1974 and 1975 for some engineering students. The correct subject grouping (with incorrect figures in brackets) is as follows

	Group 3 (Engineering)	Group 5 (Bio & Physical Sciences)
1974	241 (22)	356 (575)
1975	283 (49)	353 (587)

Undergraduate & Postgraduate

- Due to a coding error by the University, in both 1974 and 1975, the accommodation codes of some undergraduates and postgraduates were wrongly attributed. The corrected figures (with incorrect figures in brackets) are as follows

		University Residence	Home	Lodgings
Undergraduates	1974	1245 (956)	16 (16)	331 (620)
	1975	1291 (995)	75 (-)	500 (796)
Postgraduates	1974	233 (91)	6 (-)	169 (311)
	1975	275 (114)	12 (-)	182 (343)

GLASGOW

- In 1989, it emerged that the University was still including, in returns to USR, students at Associated Colleges (for whom the University had in the past received funding from the University Grants Committee(UGC) because of its teaching input. By 1989, any such teaching was done on a cost or exchange basis, and, as the students were already being included in returns made by the Colleges to the Scottish Office Education Department, they were being double-counted. A total of 711 undergraduates and 51 postgraduates were therefore removed from the record with a "date of leaving" of 31 01 89, and a "reason for leaving" code 6 (other reasons)

Undergraduate

- Students are admitted to Faculties, not to specific courses, and will therefore initially be given "combination" subject codes, until more precise information becomes available

- In 1992, following publication of a study of undergraduate completion rates (funded by SOED and carried out by a team from the Open University), the University felt that it was being compared unfavourably with other universities, and particularly with Aberdeen, because Glasgow reported unsuccessful leavers after a two year interval, as opposed to a four year interval at Aberdeen, (see notes on Aberdeen above). It was pointed out that the Aberdeen situation was permitted only because it reflected that University's degree regulations and that, as all other universities conformed to USR rules in this respect, unilateral change by Glasgow would be undesirable (a view supported by both CVCP and by the Universities Funding Council). The University indicated, however, that the relevant change had already been made in their Student Record system and that reversion to the earlier procedure would create considerable delays. It was reluctantly agreed that further delay must be avoided. The effect of the change in Glasgow treatment of these students is clearly visible in the virtual absence of unsuccessful leavers in the final two years of USR undergraduate records

Staff

- The Glasgow staff record includes staff of the Consortium of Scottish Universities Reactor Centre at East Kilbride (using Cost Centre code 98 - inter university units)

HERIOT-WATT

Undergraduate

- In 1986, the University returned between 500 and 600 students from the Edinburgh College of Art, a Central Institution funded by the Scottish Office Education Department (SOED), on the basis that this comprised the University's Faculty of Art and Design. Unfortunately, this meant that the students, who were also being returned to SOED by the College, were being double-counted. Eventually, in the return as at 31 December 1990, as a result of a ruling by the Universities Funding Council, the students were removed from the record, using the "reason for leaving = Code 8 Transfer"

with "university transferred to = code 9800" (a destination code not previously used) to represent the College. For some years prior to 1986, the University had also been including Architecture students from the College in its USR returns as being in the University's Faculty of Environmental Studies; these students were also removed from the Record in the 1990 return by the method outlined above. Because of coding difficulties associated with the Faculty of Art and Design during the period covered by the 1986 and 1987 returns to USR, accurate undergraduate completion rates for those years cannot be calculated.

Postgraduate

- Heriot-Watt and Strathclyde run a joint Master of Technology Management course; in accordance with a Universities Funding Council ruling in 1993, the student registrations are divided on an agreed basis between the two universities (see note on "joint courses").

HULL

Undergraduate and postgraduate

- Accommodation: in the 1984 student record files, Hull was one of four universities (the others being Brunel, Leeds & Sheffield) with coding discrepancies between "home", "lodgings" and "other accommodation". The figures for "colleges & halls" for this year are correct, but the other categories should be grouped together to avoid distortion.

LANCASTER

- In 1992, the University merged with Charlotte Mason College increasing the numbers both of students and of staff (mainly in education).

LEEDS

Undergraduate and postgraduate

- Accommodation: in the 1984 student record files, Leeds was one of four universities (the others being Brunel, Hull, & Sheffield) with coding discrepancies between "home", "lodgings" and "other accommodation". The figures for "colleges & halls" for this year are correct, but the other categories should be grouped together to avoid distortion.

LEICESTER

Undergraduate

- Degree of BA in Social Sciences (university note recorded in 1972): all students shown as course code 4900 (combinations within social sciences) in their first year, and assigned to specialist codes (eg 4100 economics) for subsequent years, once a firm decision has been taken on choice of subject.

LONDON

- Since USR began, a substantial number of changes have taken place within the University of London, principally in the form of mergers between Schools and Institutes of the University. Because of their complexity, these changes are detailed in a separate file (USRLOND.wps).

Undergraduate

- In addition to the medical students who do both pre-clinical and clinical studies within the University of London, there are also Cambridge and Oxford students who come to London for clinical studies only, returning to their own universities to receive Cambridge / Oxford degrees.

- Selected medical students intercalate a year during the medical course (sometimes at another School of the University) to take a B.Sc. This is reflected in the Record by a change in "qualification aimed for" and, where necessary, institution code, and by the insertion (if appropriate) of an interim award of degree.

First Destination

- London external graduates were included in the First Destination Record up to and including 1990-91 only.

LONDON BUSINESS SCHOOL (LBS)

Postgraduate

- The London Business School is a postgraduate only institution.

MANCHESTER

Staff

- The Manchester staff record includes the staff of the Central Services Unit for Graduate Careers and Appointments Services (using Cost Centre code 98 - inter university units)

MANCHESTER BUSINESS SCHOOL (MBS)

Postgraduate

- The Manchester Business School is a Postgraduate only institution

NEWCASTLE

Undergraduate

- For the December 1972 and 1973 returns, the University failed to convert subject codes for medical and dental students from pre-clinical medicine and dentistry (codes 0300 and 0400) to clinical medicine and dentistry (codes 7700 and 7800)

OPEN

Staff

- The Open University staff were first included in the USR record in the December 1976 return. The decision to include them was taken to facilitate studies of academic staff career patterns throughout the UK, and also because the Department of Education and Science (by which the University was directly funded) thought that it would have use for the data.

OXFORD

Undergraduate

- Some medical students, after completing their pre-clinical studies transfer to the University of London for the clinical part of the course, but return to receive an Oxford degree
- Prior to the 1985-86 academic year, Second Class honours degrees the University of Oxford were undivided. Upper and Lower Second classification was introduced for leavers in 1986 onwards
- First degree students read "engineering science" at Oxford ie the engineering sub-disciplines are not separately identified
- The last intake for the Oxford "Agriculture & Forestry Sciences" course was in the 1982-83 academic year

Postgraduate

- In the University's 1990 return to USR, the number of full-time Research postgraduates jumped to 2590, from 1924 in the previous year. This was caused by a change in the way Oxford had categorised students for statistical purposes, and was accompanied by a corresponding decrease in the number of students coded as part-time. The university explained as follows "Hitherto only students paying a fee in the current academic year in respect of the current academic year were returned as full time. Oxford's complex fee regulations, where students pay for a fixed number of terms and where there are a number of fee-credit arrangements from taught courses undertaken earlier meant that we have consistently understated our true number of full-time students. We have now changed to a method based upon year of study"

Staff

- Staff at both Oxford and Cambridge may be appointed initially to "college" posts. In such cases, they will be shown by their previous institution as "transfers to a UK university". The transfer will not be resolved (ie picked up by Oxford/Cambridge on the USR Staff Record), until they eventually move to the main University payroll, at which point their "employment in previous year" will be shown as code 15 - newly eligible for inclusion on the record.
- Oxford does not use the "senior lecturer" status and has a slightly extended "lecturer" scale. Also, a number of academic staff are in the "not on national scales" salary structure category.

READING

- In 1989, the University merged with Bulmershe College increasing the numbers both of students and of staff (mainly in education)

ST ANDREWS

Undergraduate

- The University does not have a teaching hospital; students taking pre-clinical medicine obtain a degree in Medical Science, and the majority of them then transfer to the University of Manchester to complete their clinical studies.

SALFORD

Undergraduate

- In the University's 1972 return to USR, some students shown as "new entrants", eg 4 students apparently admitted to the fourth year of a four-year course, and 8 to the third year of a three year course, were in fact only "procedurally new". This was the only way in which they could be added to the record, having been omitted by the University from the "take-up" process in the previous year.

Continuing Education

SHEFFIELD

Undergraduate and postgraduate

- Accommodation: in the 1984 student record files, Sheffield was one of four universities (the others being Brunel, Hull & Leeds) with coding discrepancies between "home", "lodgings" and "other accommodation". The figures for "colleges & halls" for this year are correct, but the other categories should be grouped together to avoid distortion.

Staff

- The Sheffield staff record includes the staff of the CVCP funded University Staff Training and Development Unit (using Cost Centre code 98 - inter university units).

SOUTHAMPTON

Undergraduate

- Class of degree for leavers in 1986: due to a programming error in the University, all Upper Second Class Honours degrees awarded in that year were recorded as First Class Honours on USR. Of the 660 shown as Firsts, the correct classification is 90 Firsts, and 570 Upper Seconds.

Staff

- At the start of the Staff Record, there were 20 members of staff at Southampton who declined to allow certain items of information to be provided to USR. By March 1983, one of them had left university service, thirteen had withdrawn their objections, leaving only six for whom date of birth, nationality, salary/source of finance, type of superannuation and clinical status were not returned.

STIRLING

Undergraduate

- Students are admitted to the University, not to a specific course. They are not committed to taking the course for which they originally applied, and often study a range of subjects, two or even three of which may have equal weight. As a result, a high proportion of combination subject codes are used.

STRATHCLYDE

Postgraduate

- Strathclyde and Heriot-Watt run a joint Master of Technology Management course; in accordance with a Universities Funding Council ruling in 1993, the student registrations are divided on an agreed basis between the two universities (see note on "joint courses").

SWANSEA

Undergraduate

- At the time of their first USR return, the College indicated that all students registering for General degrees are given subject code 3800 (combinations of biological and physical sciences) if in the Faculty of Science, and 6800 (combinations of languages, literature, etc with other arts) if in the Faculty of Arts. More detailed subject codes are introduced in the second or third year of course, when more precise definition becomes possible.

ULSTER

- The New University of Ulster merged in October 1984 with the Ulster Polytechnic to form the University of Ulster. This affects continuity of data not only for the University but also for Northern Ireland and UK university aggregated statistics. For ease of reporting, the sub-degree level courses formerly organised by the Polytechnic were also included in the University's returns to USR, with a similar consequence for continuity.

First Destination

- In January 1993, USR were notified of a long standing timing error in the Ulster First Destination returns from 1984, returns had been based on graduates in the calendar year, not the academic year. In order to rectify this, the 1991-92 return (submitted in January 1993) contained only 1992 graduates. There will therefore be some discontinuity in time series of graduate numbers.

UNIVERSITY OF WALES COLLEGE OF MEDICINE (UWCM)

- The Welsh National School of Medicine received a Supplementary Charter in 1984, which changed the title of the School to the University of Wales College of Medicine.

Undergraduate

- Although admission is to the University of Wales College of Medicine (formerly the Welsh National School of Medicine), all pre-medical, pre-dental and pre-clinical teaching takes place at the University College, Cardiff. The students remain on Cardiff's record until they transfer to the College of Medicine for their clinical studies.

First Destination

- In January 1990, USR were notified that the curriculum for dental students had been extended, with the effect that those who would, under previous arrangements, have received their degrees in the 1989-90 academic year, would instead receive them in January 1990 (thus falling into the 1990-91 academic year and creating a discontinuity of graduate numbers in time series).

UNIVERSITY OF WALES INSTITUTE OF SCIENCE & TECHNOLOGY (UWIST)

- Merged with University College, Cardiff, to become University of Wales College of Cardiff from 1 August 1988.

WALES CENTRAL REGISTRY

Staff

- The University of Wales Central Registry contributes only non-academic staff to the USR record.

YORK

Staff

- The York staff record included the three members of staff of the North Eastern O & M unit. Funded jointly by ten universities, the unit was based at York and because of the practical difficulties of apportioning staff on an individually-based record, it was agreed that they should be returned by York and shown as partly funded from sources other than York's general funds.

USR All Records: Data Dictionary

Supplementary file: University of London mergers(File USRLOND.wps)

List of Institutions of the University of London, showing mergers and amalgamations which began in the 1980's

(a) Multi-Faculty/Direct Access/Directly Funded Schools

Bedford College - merged with Royal Holloway (1985)
Birkbeck College - incorporated the Centre for Extramural Studies from Central University (1988)
Chelsea College - merged with King's College (1985)
Imperial College - incorporated St Mary's Hospital Medical School (1988)
King's College - incorporated King's College Hospital Medical School (1983), and Chelsea College and Queen Elizabeth College (1985)
London School of Economics and Political Science
Queen Elizabeth College - merged with King's College (1985)
Queen Mary College - incorporated Westfield College, as Queen Mary and Westfield College (1989)
Royal Holloway College - incorporated Bedford College, as Royal Holloway and Bedford New College (1985)
Royal Veterinary College
School of Oriental and African Studies
School of Pharmacy
University College - incorporated University College Hospital Medical School (1980), Institute of Archaeology (1986), and Middlesex Hospital Medical School, Institute of Laryngology and Otology, Institute of Orthopaedics, and Institute of Urology (1988)
Westfield College - merged with Queen Mary College (1989)
Wye College
Institute of Education

(b) Medical Schools

Charing Cross Hospital Medical School - merged with Westminster Hospital Medical School, as Charing Cross & Westminster Medical School (1984)
Guy's Hospital Medical School - merged with St Thomas's Hospital Medical School, as United Medical and Dental Schools (1982)
King's College Hospital Medical School - reunited with King's College (1983)
London Hospital Medical College
Middlesex Hospital Medical School - merged with University College (1988)
Royal Dental HLSDS - merged with United Medical and Dental Schools (1983)
Royal Free HMS
St Bartholomew's HMC
St George's HMS
St Mary's Hospital Medical School - merged with Imperial College (1988)
St Thomas's Hospital Medical School - merged with Guy's Hospital Medical School, as United Medical and Dental Schools (1982)
University College Hospital Medical School - reunited with University College (1980)
Westminster Hospital Medical School - merged with Charing Cross Hospital Medical School, as Charing Cross & Westminster Medical School (1984)

British Postgraduate Medical Federation:

Institute of Basic Medical Sciences - (later Hunterian Institute) ceased to be grant receiving institution in 1985-86

Cardiothoracic Institute - formed from a merger of the Institutes of Cardiology and Diseases of the Chest in 1972 (from 1988 - National Heart & Lung Institute)

Institute of Child Health

Institute of Dental Surgery

Institute of Dermatology - merged with United Medical and Dental Schools (1985)

Institute of Laryngology & Otology - merged with University College (1987)

Institute of Neurology

Institute of Obstetrics & Gynaecology - merged with Royal Postgraduate Medical School (1986)

Institute of Ophthalmology

Institute of Orthopaedics - merged with University College (1987)

Institute of Psychiatry

Institute of Urology - merged with University College (1987)

Institute of Cancer Research - NB only became a grant receiving institution in 1993-94

London School of Hygiene and Tropical Medicine

Royal Postgraduate Medical School - incorporated Institute of Obstetrics & Gynaecology, (1986)

Goldsmiths' College - NB only became a grant receiving institution in 1988-89

Institute of Zoology - (formerly funded by the Department of the Environment) became a UFC - funded institution in 1989-90

Central Office (Senate House)

(c) Senate Institutes

Courtauld Institute of Art

Institute of Advanced Legal Studies

Institute of Archaeology - merged with University College (1986)

Institute of Classical Studies

Institute of Commonwealth Studies

Institute of Computer Science - ceased to exist with effect from 30 September 1973

Institute of Germanic Studies

Institute of Historical Research

Institute of Latin American Studies

Institute of United States Studies - previously merged with Institute of Historical Studies became demerged from 1992 onwards

School of Slavonic and East European Studies

Warburg Institute

British Institute in Paris (Department of French)

Finance Return (Form 3) All of the above, with the exception of the Institute of Archaeology and the Institute of Computer Science, continued to submit separate Form 3 returns (prepared by the Central University) until 1988-89. With the introduction of the new disc-based Form 3 from (1989-90) onwards, an administrative decision was taken to incorporate the Senate Institutes in one Central University return. NB The University Marine Biological Station, Millport (established in January 1970 in association with the University of Glasgow), was already accounted for in the Central University Form 3

List of coding changes within the University of London resulting from mergers and amalgamations

1980

2431 to 2417 University College Hospital Medical School to University College

1982

2421 to 2430 Guy's Hospital Medical School to United Medical & Dental Schools

1983

2422 to 2410 King's College Hospital Medical School to King's College

1984

2432 to 2420 Westminster Hospital Medical School to Charing Cross & Westminster Medical School

2425 to 2430 Royal Dental Hospital to United Medical & Dental Schools

1985

2451 to 2482 Renumbering of Goldsmiths

2453 to 2480 Renumbering of Heythrop

2411 to 2410 Queen Elizabeth College to King's College (KQC)

2438 to 2410 Chelsea College to King's College (KQC)

2407 to 2447 Bedford College to Royal Holloway & Bedford New College

2414 to 2447 Royal Holloway College to Royal Holloway & Bedford New College

1986

2402 to 2417 Institute of Archaeology to University College

1987

2424 to 2417 Middlesex Hospital Medical School to University College

1989

2418 to 2413 Westfield College to Queen Mary & Westfield College

1992

2429 to 2409 St Mary's Hospital Medical School to Imperial College

2443 Institute of US Studies (previously merged with Institute of Historical Studies) became demerged from 1992 onwards.

Universities Statistical Record

Form 3 Data for 1993-94 return

Notes on layout

The layout given here is an outline it should be read in conjunction with the UFC "Notes of Guidance for the Completion of Form 3", which provides explanations and directives

Data from Form 3 (Tables 2b, 3 and 6), Student Load and the USR Staff Record are provided as a series of files for each year of the record. There are six files concerning cost centre information, that share a common structure. These files start with a letter which represents the year (a=1980 to J=1993-1994). The next two characters are 'cc' which means cost centre and the numbers tell you which cost centre information is in the files. The cost centre numbers are defined below. Each file contains information on 7 cost centres except for the last (e.g. acc36on.csv) which has additional information described below. Individual cost centre information is contained within a table with 56 lines and 55 columns and are described here as a section to avoid confusion. Tables of Form 3

File Structure (First five files)

Two header rows define the year, cost centre, specific items and items groupings where applicable. The first column defines the University in alphabetical order.

Columns 02-10 Salaries and wages (From Table 2)
Columns 11-29 Summary of expenditure with sources of income (From Table 3)
Column 30 Departmental equipment expenditure (From Table 6)
Columns 31-39 Student load data
Columns 40-43 Numbers of academic staff (full or part time by funding)

Coding FT = Full time
PT = Part time
Cat A = Fully funded from general funds
Cat BC = Not fully funded

Columns 44-47 Numbers of academic staff (Full or part time by functions)

Coding Teaching = Teaching and research
Research = Research only

Columns 48-51 Numbers of academic staff (Full or part time by functions and effort)

Note Teaching columns of this section are used in the "Management Statistics and Performance indicators" to give Student Staff ratios. The weight "Percentage Academic Effort" used (See The Staff Record)

Columns 52-55 Numbers of academic staff (Full or part time by functions and effort and funding)

Note The weight "Percentage Funding from General Funds" used

The sixth file ("cc36on") contains information as in the previous files for

The other two cost centres with registered student load - Creative Arts and Education

The total of cost centres 1 to 37

The "Adult Education" cost centre, excluding the Student Load columns, which are zero

And the data from tables 2, 3 and 6 only for

Libraries (total)

Computer Centres (own institution only)

Central Educational Technology Units

The Total of "Academic services

Central Administration (Table 2) and Non-Academic cost centres (tables 3 and 6)

Income and Expenditure files

There are two more files common to all years "income" and "expend" The file, nINCOMEnn csv, gives the more detailed income data of table 2a The file nEXPENDnn csv has further information from Table 2b, for the cost centres not covered above and for those, such as Libraries, for which the full Table shows more detail it essentially reproduces the latter part of table 2b with some subtotal lines omitted

The detailed layout of this file is given below, but in general there are nine sections, each bringing together information from one or more of the main heads of Table 2b Each will usually have the full nine columns of costs for the Total of the section concerned, followed by columns giving the more detailed information for subheads These may have the full nine columns, just a single column "Non-Pay" expenditure, or (mainly in heads 33 and 34) three columns giving Total pay, Non-Pay and Total expenditure

An indication is given below of the layout of data in each section Figures in parentheses indicate the number of columns allotted to an item (9) implies that all 9 columns of Table 2b are included, (1) that only "Non-Pay" expenditure is present, and (3) that only the final 3 columns - Pay, Non-Pay and Total are available

1 LIBRARIES

This starts with the total for Libraries (9), duplicating information also on disc F, and is followed by the subheads of Table 2b Operating costs (9), Books (1), Periodicals (1), Other Documents (1), Binding (9)

2 ACAD SERV (Academic Services, including Libraries)

This starts with the Total for all Academic services (9), followed by Central Computers (Own Institution) (9), Central Computers (Elsewhere) (1), Museums, etc (9), Central Educational Technology (9), "Other" Academic services (9)

3 GEN ED EXP (General Educational Expenditure)

This starts with the Total (9), followed by Examinations (9), Undergraduate prizes etc (1),

Postgraduate prizes etc (1), "Other" (9)

4 PREMISES

The Total for Premises (including the items for repairs and Long term provision) (9) is followed by Recoverable Rates (1), Non- Recoverable Rates (1), Rents (1), Insurance (1), Energy, Water etc (9), Cleaning (9), Custodial Services (9), Other running costs (9), Repairs and Maintenance (9), Long-Term Maintenance Provision (1)

5 STUD FACIL (Staff and Student facilities)

The Total for the head (9) is followed by Careers service (9), Grants to Student societies (1), Payments to Student Unions (1), costs of Wardens of Halls (7) (note the salaries columns only), Accommodation Office (9), University Health service (9), Maintenance of Athletic facilities (9), "Other

6 ADMIN ETC (Central Administration, with miscellaneous items)

- a) Central Administration (9), (Duplicates information on Disc F)
- b) Severance Costs and unfunded Pensions, comprising one column each of Non-Pay for Total, Reimbursable costs, Other retirement and severance, Other non-recurrent, and "Other"
- c) Residences (9) and Catering (9)
- d) Depreciation of Buildings - one column each for Freeholds and Leaseholds
- e) Equipment and Furniture - one column each for Total, Equipment, Furniture, Maintenance, and Computer Board Major equipment
- f) Miscellaneous (Head 31), comprising Interest payments (1), Training Agency (9), Other Miscellaneous (9) and a total (3)

7 TOT GEN EX (Total of General Expenditure)

Total General Expenditure (of Heads 21 to 31) (9), followed by London allowances (9)

8 SPEC EXP (Specific expenditure (Heads 33 to 35))

The Total (Head 35) (9) is followed by three columns each (Pay, Non-Pay and Total) for Research Grants - Academic Depts (Head 33a) Research Councils, UK Charities, Other bodies and Total of Academic Depts (12 cols)
Research Grants - Other Depts (Head 33b) Research Councils, UK Charities, Other bodies and Total of Other Depts (12 cols)
Other Services Rendered (Head 34) Academic Depts, Other Depts and Total of Other Services Rendered (9 cols)

9 TOTAL EXP (Total expenditure)

- a) The total of General and Specific Expenditure (Head 36) (9)
- b) Extraordinary items Land Sales (1) and other (1)
- c) Transfers one column each for transfers to reserves, from reserves and Total

• Remaining Files

The remaining files that are not available for all years (identified as "F3 TABn CSV") cover tables 3, 4a, 4b, 5a, 6, 7, 8 and 9. These files follow the natural layout of the form, with some minor condensation - for example in showing only opening balance, receipts and closing balance for table 4b. Only the Long term maintenance provision and a consolidation of other provisions is shown in table 4c, and table 5b is not held in our database. The file F3_TAB12 CSV is for Table 12, a supplementary analysis of expenditure from Table 2b. The file INC_EXP CSV is for Table 1a and 1b of Form3, and presents the items of that table as columns in a single section.

The files of Table 3 area break down of the whole table split at reasonably natural cost centre boundaries 1 to 13 (Medicine, Biological and Agricultural subjects), 14 to 27 (Physical and Mathematical sciences, Engineering and Technology), 28 to 37 (remaining subjects) with Adult Education and the academic totals, and the non-academic cost centres and Grand Total. Disc I/J also contains table 10. In these tables there are sections, named as ranges, for each cost centre and total section.

Zero cells

Tables 3 and 10 are very large and very sparse tables - table 10 in particular contains very few non-zero items in a very large table indeed. In the interests of conserving disc space, zero cells in these tables have been left as "empty cells" rather than being shown as zeros, and those cost centres in table 10 which are entirely empty have been omitted altogether. This action has also been taken in the "EXPEND" file - the latter part of table 2b - for the column of "Clinical Salaries". Elsewhere, zero cells are shown as such comment is invited as to whether it would be preferable to use empty cells more extensively, and so economise on disc space.

Cost Centres

CC number Name

File CC_01_07 WKS

- 1 CLIN MEDICINE
- 2 CLIN DENTISTRY
- 3 PRE-CLINICAL STUDIES
- 4 ANATOMY/PHYSIOLOGY
- 5 PHARMACOLOGY
- 6 PHARMACY
- 7 NURSING

File CC_08_14 WKS

- 8 OTHER MEDICAL STUDIES
- 9 BIOCHEMISTRY
- 10 PSYCHOLOGY
- 11 OTHER BIOLOGICAL SCIENCES
- 12 AGRICULTURE & FORESTRY
- 13 VETERINARY
- 14 CHEMISTRY

File CC_15_21 WKS

- 15 PHYSICS
- 16 OTHER PHYSICAL SCIENCES
- 17 MATHEMATICS
- 18 COMPUTING
- 19 GENERAL ENGINEERING
- 20 CHEMICAL ENGINEERING
- 21 CIVIL ENGINEERING

File CC_22_28 WKS

- 22 ELECTRIC ENGINEERING
- 23 MECHANICAL, AEROSPACE PRODUCTION
- 24 MINERAL ENGINEERING
- 25 METALS, MATERIALS
- 26 ARCHITECTURE
- 27 OTHER TECHNOLOGY
- 28 PLANNING

File CC_29_35 WKS

- 29 GEOGRAPHY
- 30 LAW
- 31 SOCIAL STUDIES
- 32 BUSINESS MANAGEMENT
- 33 ACCOUNTANCY
- 34 LANGUAGES
- 35 HUMANITIES

File CC 36_ON WKS
36 CREATIVE AR ts
37 EDUCATION
TOT CC 1-37
ADULT EDUC ation
LIBRARY
CENT COMPUT ers
CENT EDUC T echnology
TOT ACAD SE rvices
CENTRAL ADM inistration

MUSEUMS ETC
OTH ACAD SE rvices
OTHER DEPAR tments
TOTAL EXPEN diture or Income

UNIVERSITIES STATISTICAL RECORD
REFERENCE MANUAL

Vol 7 - The Student Load Return

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Section I

The Background of the USR

- 1 In 1963 the Report of the Robbins Committee on Higher Education drew attention to the lack of adequate statistical information about higher education, and stressed the importance for planning and policy making of devising arrangements to provide comprehensive statistics for the future. The Committee drew particular attention to the need for a system which could produce information on the movement of staff and students into, within and out of higher education.
- 2 The University Grants Committee (UGC), in consultation with the Department of Education and Science (DES), accordingly considered how the collection of university staff and student statistics could be improved, while keeping form-filling by universities to a minimum. The traditional method of annual returns to the UGC involved the production by universities of statistical tables on academic staff and students at a given date. The tables took a long time to prepare and to analyse and they suffered from the disadvantage that they could only yield subsidiary information or cross-analyses to the extent that these were built into the returns initially. Moreover they yielded no information on the flow of staff and students through universities. It was accordingly proposed that a new central record system be developed in a form suitable for computer analysis
- 3 The Universities Central Council on Admissions (UCCA), a body controlled by the universities themselves, already had some of the information required about students, and also had the appropriate technical resources and experience to maintain a central statistical record. The UCCA, on being invited to undertake this work, indicated its willingness to do so; the Committee of Vice-Chancellors and Principals (CVCP) therefore agreed to join with the UGC, the DES, the Scottish Education Department and the UCCA in a feasibility study. By 1968 the CVCP was able to recommend to universities that they should co-operate in the establishment of the Universities' Statistical Record on the understanding that safeguards would be built into the scheme to protect individual confidentiality.
- 4 A Policy Group was established by the CVCP and UGC under the chairmanship of a member of the CVCP to have responsibility for the control of information collected in the USR. Its main function is to formulate rules under which statistical analyses may be released, and to decide on requests for provision of data received from persons or organisations other than CVCP and UGC.

- 5 The fundamental controls on access are that
- a) No information is released about any individual other than to the person concerned, or to his present university. Tabulated data is not released at such a level of detail that information may be deduced about an identifiable individual.
 - b) No information is released, other than to CVCP or UGC, about individual universities except with the approval of the Policy Group and the consent of the universities concerned.
- 6 Operational management of the USR is under a Management Committee whose chairman is a member of the UGC. Its membership comprises members of the CVCP, the UGC and the UCCA with some senior university administrators. Its role is principally to ensure that the necessary information is collected accurately and effectively, and the statistical information is published or otherwise made available in a timely and meaningful way.
- 7 The role of the UCCA is solely as an agent providing the necessary technical resources for the operation of the records. It undertakes this task on the understanding that it will not prejudice its primary responsibility for the undergraduate admissions system, and that it takes no part in policy decisions about the contents of the record or the provision of information from it
- 8 The USR maintains records on
- i) Undergraduate students on courses of one academic year or more
 - ii) Postgraduate students on courses of one academic year or more
 - iii) Academic and related staff holding regular salaried appointments
- These records are maintained as records on individuals from which information is extracted and aggregated to form statistical tables. Records are also maintained from separate returns on the subsequent First Destinations in employment of undergraduate and postgraduate students these may be analysed separately or in conjunction with the main student records.
- iv) Continuing Education Courses. This record contains general information on courses lasting less than one academic year including the number of students attending. It contains no information on individuals.
- 9 The USR also undertakes, on behalf of the UGC, the publication of the annual series "University Statistics". The three volumes of this publication cover Staff and Student statistics, the First Destinations of Graduates, and Financial Statistics.

II. Introduction to the Student Load Return

- 1 This manual has been written in collaboration with the UGC to reflect the specific needs of the UGC for data on Student Load.

The Purpose of the USR Undergraduate and Postgraduate Records

- 2 The purpose of these records is to collect each year information about all students studying in universities and their academic studies. The records cover all institutions on the University Grants Committee's grant list. The statistics are used by the universities for planning and management purposes and by the UGC in its planning, as well as to fulfil the UGC's commitment in its terms of reference to collect and publish statistics about the universities. The statistics are also used extensively by other Government and private bodies and in research into education. The records may be analysed to provide information about patterns of academic study and development and about the background and qualifications of students in relation to their studies. For such purposes, an "individualised" record is used, based on a definite day in the year. The population on that day is taken as representative of the students in the university system at any time in that year.

Relation to other statistics

- 3 The information contained in the individualised records cannot correctly be related directly to other records. For example, a simple count of students cannot be directly related to staff numbers to give a valid student/staff ratio. This is partly because corrections are needed to allow for students studying away from the university, or not present at the reference date but causing load on resources at other times of the year, partly because there is no information on the relation between any part-time student and a full-time one, and partly because account must be taken of the effects of inter-departmental teaching. Also the organisation of the records is around an academic classification of the subject which a student is studying, which may not relate directly to the departmental structure of the university, on which finance and staffing are considered.
- 4 To allow relationships to be made, numbers derived from these records need to be converted to a full-time equivalent student load (f.t.e. load) which is then distributed among 37 "departmental cost-centres", according to the relative amount of load which is placed on the resources of each. University departments have to be allocated to these 37 departmental cost centres according to criteria which are not exclusively academic. Staff numbers and statistics of departmental finance have also to be aggregated and assigned to them. They then

give a common base of classification on which relationships may properly be made. Central university costs, and the costs of common services such as libraries should be recorded under other "non-departmental cost centres" which are not relevant to this return. The calculation of f.t.e. load and its distribution among the 37 departmental cost centres is performed by the universities themselves and submitted in the Student Load return.

Use of the Student Load Return

- 5 The return is required primarily by the UGC for resource allocation purposes and for the calculation of student/staff ratios and academic unit costs. Both these calculations are related to the departmental cost centres. The Working Group on Definitions for University Statistics wishes to emphasize that these figures should not be used in assessing the costs of other centres in a university, such as libraries, because assumptions would have to be made on the weightings to be given to different classes of students, in accordance with the nature of the demands that they make. It would also be necessary to make such assumptions about the load placed on such non-academic centres if an attempt were made to assess the true costs of overseas students. Such assumptions lie outside the scope of this return, and the figures should not be used in this way.
- 6 It is important to the UGC to see what are the origins of the load generated on departments, for example, to see the amount of the load on a Mathematics departmental cost centre generated by service teaching as opposed to the teaching of mathematical specialists. The load generated by all students on a departmental cost centre, overseas as well as home and European Community students, should be shown, not merely that part which might be ascribed to UGC funding.
- 7 It is recognised that different students place different demands for resources on the university. For example, it is widely recognised that medical students have a much higher cost for a year than have students in Arts. In the concept of student load used in this return, these differences are ignored each full-time student who is present throughout the year is seen as generating a single unit of load, which is notionally distributed among the departments involved in teaching him. In assessing the resource implications, the UGC takes account of the differing nature of departments, and the differing resources required for a single unit of load in each of them.
- 8 It would be possible to try to assess load in terms, say, of the costs associated with each student, thus giving loads which would vary from student to student, and then to aggregate these loads to indicate the demands for resources in different departments. It is most important that this concept is avoided it would lead to the differing resource requirements of departments being taken into account twice over. The load required in this return is, in effect, an apportionment of each student's time.

Form of the Student Load Return

- 9 For these reasons, the student load return is presented in the form of a set of tables one each for undergraduates, for postgraduates on "taught" courses (as recorded in the Postgraduate record), and for "research" postgraduates. Each line of a table relates to students studying a group of related academic subjects, as returned in the USR undergraduate or postgraduate return. The way in which student numbers are assigned to lines of the tables is described below (paragraphs 14 to 16). Each year, as soon as the individualised records are agreed, USR will provide a set of blank tables to each university. Printed at the left end of each line will be the total number of full-time or sandwich students (shown as one column for those on "UK fees" and one for those on "other" fees) who are studying that group of subjects, as returned to USR for 31 December in that academic year.
- 10 This number, while suitably representative for many purposes, may not truly represent the resource implications for the year as a whole, as it cannot take account of course programmes which lead to significant numbers of students not being present at that time (or being present for only part of the year). The first stage of the return is therefore to make such systematic corrections, with deductions shown in the third column and additions in the fourth. The deductions in the third column will consist, in large part, of students "off campus" (e.g. Language students abroad and any allowance for sandwich students on industrial placement), who are therefore not placing a load on the university's resources. From 1990, there is no longer provision for deduction of students on "fully costed" courses for which the income from fees was formerly returned in a special head of the UGC Financial return, "Form 3" such students should now be retained in the load.
- 11 These corrections, and that for "Y group" students (see 17 below) will lead to a figure for the load arising from full-time and sandwich students in each of these academic subject groups. This figure must then be distributed among the 37 columns for the 37 departmental cost centres. The allocation of a university's departments to the cost centres should have been agreed between the university and the UGC. This allocation should be provided to the UGC each year, with any changes from the previous year indicated. **It is most important that this distribution is made in a way consistent with the return of expenditure made in the financial return (Form 3), so that relationships will be meaningful.**
- 12 As well as the general body of the tables, where the load from full-time and sandwich students is considered, there is a single line to cover all part-time students, irrespective of their subject. The university will need to assess the full time equivalence of the total number of part-time students, provided by USR in columns one and two, together with any corrections to their numbers, to give a figure for the load. This load is then distributed among the 37 cost centres in the same manner as for full-time students.

- 13 The tables are then completed by summing the 37 columns for the cost centres to give a total load generated on each, from all sources. Values in individual cells of the tables should be adjusted to whole numbers, and both lines and columns of each table should reconcile.
- 14 No separation is made in the distribution across cost centres between students paying "UK" fees and those paying "other" fees. USR will provide to universities, after processing the returns, a separate matrix of distribution of load for each of these categories, calculated on the assumption that the pattern of study for "UK" and "other" students is not significantly different. Universities may then draw the attention of the UGC to any anomalies that might arise from such an assumption. It is again emphasized that it is not possible to use the result of this apportionment to assess the costs of teaching overseas students.

Initial assignment of numbers to academic subject groups

- 15 USR will, as indicated above, send out forms pre-printed in the first two columns with the recorded numbers of full-time and sandwich students, distributed among the academic subject groups. The groups used are based on those implied by the first letters of the subject classification used in USR returns (the Universities Standard Classification of Academic Subjects). They are shown in Appendix A. Group A of the classification, Medicine, is subdivided into individual subjects, and Computer Science is separated out from the Mathematical subjects of group G. Groups L and M are shown separately.
- 16 Students who are studying courses consisting of a single subject, or courses where one subject is dominant ("major/minor" courses), are assigned entirely to the group implied by the single or major subject (the first two characters of the course code). Students studying courses where two subjects are of approximately equal weight ("balanced combinations") will be apportioned equally between the two subject groups concerned. To avoid fractions, the resulting totals for each group will be rounded alternately up and down when going down the first two columns. This will result in correct rounded totals for these columns, equal to the unrounded totals.
- 17 Some courses are of a very general nature, and are recorded in group Y. It is not possible to make any sensible automatic apportionment of such courses between the academic subject groups. An input line will be provided for the total of students on courses coded in group Y. These should not be distributed among the 37 departmental cost centres directly. Instead, universities will enter a corresponding deduction in column three of the form to cancel these students, and corresponding additions in two or more of the other lines to indicate an apportionment of these students according to an estimate of the balance of academic subjects in the courses concerned. These additions will be made in the columns provided (five or six) showing separately the addition from "UK fee" and "other fee" students. Such apportionments should be carried out in such a way that all corrections appear as whole numbers.

Examples

- 18 Students in mechanical engineering in a university might amount to 150 full-time and sandwich students. If a further 36 students were present in the summer term only, the university might add them in column five as 12 units and obtain a total f.t.e. load of 162. This load might then be distributed between the Mechanical Engineering cost centre (115), the Mathematics cost centre (30) and the Physics cost centre (17), reflecting the relative load placed on these departments. A further 40 part-time students in engineering might be assessed as 16 full-time equivalents, and be similarly distributed, as part of the university's total of part-time students.
- 19 If 50 of these full-time students were paying "other" fees, then the supplementary load table calculated by USR for the university would show under mathematics 30 times 50/150 or 10 load units from "other" students, and 20 units from those paying "UK" fees.
- 20 If 50 students were studying a course in Physics and Mathematics, coded as FG31, then these will be apportioned by USR between groups F and G, 25 students in each, adding to the total numbers in each of these groups arising from single subjects. In distributing the load across the cost centres, these students might give rise to components of load on Physics totalling 22 load units, and on Mathematics totalling 28 load units, thus reflecting a view that the balance of the students' time falls as 44 56 between the two departments.
- 21 If 120 students were studying a general course, such as "European Studies" they will appear in the group Y line. The university would enter 120 in the third column (deductions), giving a zero resulting group Y load, and include in the fifth column (additions) perhaps 30 in group L (Social Studies), 50 in group Q,R,T (Languages), and 40 in group V (Arts), reflecting the academic balance of the course.

Coding conventions

- 22 The return will be used as a punching document for computer processing. To ensure that errors in punching are minimised, universities are asked to conform to the following conventions in filling it in.
 - a) Any zero values occurring in the body of the tables should be indicated as zero characters (0) or left blank cells in the "total load" column (column six) or the final totals line should not be left blank.
 - b) Minus signs or hyphens must not be used to indicate zeroes: nor should there be any negative numbers in the tables. Corrections to load will appear as numbers in either the "additions" column or in one of the "deductions" columns.
 - c) Tables should not be photo-reduced. If photocopies are submitted to USR they must be full size.

- d) Typed tables are preferred if manuscript is used, please make sure that it is fully clear, with careful distinction between the characters 3, 5 and 8, which are often easily confused in manuscript

Returns on Disc

- 23 Returns may be made on floppy disc in Lotus-1-2-3 spreadsheet format. Universities wishing to use this method will be provided by USR with a disc containing a spreadsheet in which the initial columns will have been filled in with recorded student numbers in the same manner as for the documents. Totals and check values will be calculated automatically as the spreadsheet is filled in. **It is very important that cells are only filled in with whole numbers, not fractions, as they will be reduced to whole numbers in processing, and residual fractions may result in totals not reconciling correctly.**

Academic Subject Groups, showing subjects included

Group A1 - Pre-clinical medicine

Group A2 - Pre-clinical dentistry

Group A3 - Clinical medicine

Group A4 - Clinical dentistry

**Group B - Subjects allied to medicine
comprising**

- B1 Anatomy and Physiology
- B2 Pharmacology
- B3 Pharmacy
- B4 Nutrition
- B5 Ophthalmics
- B6 Audiology
- B7 Nursing
- B8 Medical technology
- B9 Other medical subjects

**Group C - Biological sciences
comprising**

- C1 Biology
- C2 Botany
- C3 Zoology
- C4 Genetics
- C5 Microbiology
- C6 Molecular biology and Biophysics
- C7 Biochemistry
- C8 Psychology (unless solely as social science)
- C9 Other biological sciences

**Group D - Agriculture and related subjects
comprising**

- D1 Veterinary science
- D2 Agriculture
- D3 Forestry
- D4 Food science
- D8 Agricultural sciences
- D9 Other agricultural subjects

Group F - Physical sciences
comprising

- F1 Chemistry
- F2 Materials science
- F3 Physics
- F5 Astronomy
- F6 Geology
- F7 Oceanography
- F8 Geography (without a significant social studies element)
- F9 Environmental science and other physical sciences

Group G1 - Mathematical sciences
comprising

- G1 Mathematics
- G4 Statistics
- G9 Other mathematical sciences

Group G5 - Computer studies

Group H,J - Engineering and Technology
comprising

- H1 General engineering
- H2 Civil engineering
- H3 Mechanical engineering
- H4 Aeronautical engineering
- H5 Electrical engineering
- H6 Electronic engineering
- H7 Production engineering
- H8 Chemical engineering
- J1 Minerals technology
- J2 Metallurgy
- J3 Ceramics and Glasses
- J4 Polymers and Textiles
- J5 Other materials technology
- J6 Maritime technology
- J8 Biotechnology
- J9 Other engineering and technologies

Group K - Architecture, Building and Planning
comprising

- K1 Architecture
- K2 Building
- K3 Environmental technologies
- K4 Town and country planning
- K9 Other architectural studies

Group L - Social studies
comprising

- L1 Economics
- L3 Sociology
- L4 Social policy and administration
- L5 Applied social work
- L6 Anthropology
- L7 Psychology (without significant element of biological science)
- L8 Geography (unless solely as a physical science)

Group M - Law and Politics
comprising

- M1 Politics
- M3 Law
- M9 Other social studies

Group N - Business and Administrative studies
comprising

- N1 Business and Management studies
- N2 Operational research
- N3 Financial management
- N4 Accountancy
- N5 Marketing and Market research
- N6 Industrial relations
- N7 Institutional management
- N8 Land and property management
- N9 Other business and administrative studies

Group P - Mass communications and documentation
comprising

- P1 Librarianship
- P2 Information science
- P3 Communication studies
- P4 Media studies

Group Q,R,T - Languages and related disciplines
comprising

- Q1 Linguistics
- Q2 Comparative literature
- Q3 English
- Q4 American studies
- Q5 Celtic languages
- Q6 Latin
- Q7 Classical Greek
- Q8 Classics
- Q9 Other ancient languages
- R1 French
- R2 German
- R3 Italian
- R4 Spanish
- R5 Portuguese

- R6 Latin American languages
- R7 Scandinavian languages
- R8 Russian
- T1 Slavonic and East-European languages
- T2 Other European languages
- T3 Chinese
- T4 Japanese
- T5 Other Asian languages
- T6 Modern Middle-Eastern languages
- T7 African languages
- T9 Other or unspecified modern languages

Group V - Humanities
comprising

- V1,V2 History
- V3 Economic and social history
- V4 History of art
- V5 History and philosophy of science
- V6 Archaeology
- V7 Philosophy
- V8 Theology and Religious studies
- V9 Other humanities

Group W - Creative Arts
comprising

- W1 Fine art
- W2 Design studies
- W3 Music
- W4 Drama
- W5 Cinematics
- W9 Other creative arts

Group X - Education
comprising

- X1 Teacher training leading to an initial teaching qualification
- X2 Physical education
- X3 Academic studies in education
- X4 Techniques in teaching children
- X5 Techniques in teaching adults
- X6 Education for those with special needs
- X7 Technology in education
- X8 Management and organisation of education
- X9 Other topics in education

Group Y - Combined and general courses not otherwise classified
comprising

- Y1 Combined or general science
- Y2 Combined or general social science
- Y3 Combined or general arts
- Y4 Other combined or general courses
- Y6 Triple combinations

Appendix B - The 37 Cost Centres for academic departments

- 01 Clinical Medicine
- 02 Clinical Dentistry
- 03 Preclinical studies (where organised as such, and not taught in departments separately organised and recorded under Anatomy, Biochemistry, etc.)
- 04 Anatomy and Physiology
- 05 Pharmacology
- 06 Pharmacy
- 07 Nursing
- 08 Other studies allied to Medicine
- 09 Biochemistry
- 10 Psychology
- 11 Other Biological sciences
- 12 Agriculture and Forestry
- 13 Veterinary science
- 14 Chemistry
- 15 Physics
- 16 Other Physical sciences
- 17 Mathematics
- 18 Computing
- 19 General Engineering (if not more explicitly specified below)
- 20 Chemical Engineering
- 21 Civil Engineering
- 22 Electrical and Electronic Engineering
- 23 Mechanical, Aero and Production Engineering
- 24 Mineral Engineering
- 25 Metallurgy and Materials
- 26 Architecture
- 27 Other Technologies
- 28 Planning
- 29 Geography
- 30 Law
- 31 Other Social Studies
- 32 Business and Management studies
- 33 Accountancy
- 34 Language-based studies
- 35 Humanities
- 36 Creative Arts
- 37 Education