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 court 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" (proving 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' of 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 obviouly 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" code2 (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 Professorial 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 was 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

19

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 form 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 Univesity 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 Londonresulting 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 MEDICl nc
2   CLIN DENTIS try
3   PRE-CLIN ST udies
4   ANAT/PHYSIO logy
5   PHARMACOLOG y
6   PHARMACY
7   NURSING

File   CC_08_14 WKS
8   OTHER MED S tudies
9   BIOCHEMISTR y
10   PSYCHOLOGY
11   OTHER BIOL sciences
12   AGRIC&FORES try
13   VETERINARY
14   CHEMISTRY

File   CC 15 21 WKS
15   PHYSICS
16   OTHER PHYS ical sciences
17   MATHEMATICS
18   COMPUTING
19   GENERAL ENG gineering
20   CHEMICAL EN gineering
21   CIVIL ENG ineering

File   CC_22_28 WKS
22   ELEC ENG ineering
23   MECH,AERO,P roduction
24   MINERAL ENG ineering
25   METAL,MATER ials
26   ARCHITECTUR e
27   0TH TECHNOL ogy
28   PLANNING

File   CC 29_35 WKS
29   GEOGRAPHY
30   LAW
31   SOCIAL STUD ies
32   BUSINESS MA nagment
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

Contents

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 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 for the purpose of checking and updating the

record. 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 under the chairmanship of 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.

SECTION II

General Description of the Staff Record

1   The purpose of the staff record is primarily

    a)   to provide statistics of academic and related staff, their numbers, grades, functions and related matters in a form suitable for direct use and for correlation with other university statistics, such as student numbers and financial returns, giving in all a picture of the university system.

    b)   to provide a base for the study of the academic profession and changes in it, including such matters as career patterns and the effects on them of changes in policy.

2   The record is returned in the form of data on individual members of staff, and includes those in post on 31 December of the relevant academic year and also details of those who entered and those who left during the preceding twelve months.

3   **Inclusion of Staff in the Record**

The record will include information on all those staff who hold contracts of employment with the university for which they receive a regular salary, and who either

    a)   are paid under the terms of the national pay scales for academic and related staff, viz: Academic (both clinical and non-clinical), Senior Library; Administrative, Research and Analogous, and Other Related staff scales,

or

    b)   are employed on terms and conditions regarded in the university as equivalent to these national scales, where the university does not use the national scales. For example, some administrators in medical schools, paid on Whitley scales, will be included.

or

    c)   have responsibility for teaching as their primary function of employment, even though they are not paid on these national or equivalent scales.

Those staff having solely a research, administrative or similar function, who are not paid on national academically related scales (or their local equivalent), are explicitly excluded from the record. The aim is to include all those who have a teaching role in the university as well as those whose conditions of service are directly related to those of academic staff, either directly or because the university regards them as equivalent.

Examples of those to be included are Language Assistants, NHS staff who act as part-time clinical teachers and those in such junior posts as "Demonstrator" who are regarded as part of the staff of the university. Postgraduate students who do some part-time paid demonstrating should, however, be excluded. The staff included will correspond exactly with those whose salaries are returned in UGC Form 3 under the headings: "Non-clinical academic and related staff in USR" and "Clinical Staff in USR".

4   Full-time and Other Staff

     a)   The record will include all full-time staff.

     b)   A part-time member of staff will be included if he makes a regular and contractual contribution to the university as a regular part of his time with a salary calculated as a proportion of a full-time rate. A member of staff who is employed regularly for a period every year (say for every Spring term) will be regarded as in continuous part-time employment.

     c)   Staff who, having retired, are then re-employed part-time are given a specific coding under "method of employment".

     d)   Staff on probation will not be distinguished as such in the record. Staff on temporary appointments will be included only if their appointment covers 31 December: the case of those taking up an appointment regularly every year is covered in (b) above.

     e)   Staff on secondment or sabbatical leave will not normally be deleted from the record, but noted as such under the "method of employment". Such staff, if they happen to be spending less than two years at another university, will be recorded in the return of the parent university and excluded from that of the host. However, where a member of staff is seconded to another UK university for a period in excess of two years (and would thus appear more than twice as a secondment on the USR record), that member of staff should be transferred to the host university, and transferred back at the end of the period of secondment. This is to ensure continuity and an accurate representation of service.

     f)   Visitors from overseas will be included if the university is acting as their employer during their stay.

5   Proportion of Academic Effort

This field has been introduced to allow proper weight to be given to certain categories of staff in forming some aggregates. It is defined as the proportion of an equivalent full-time effort devoted by the member of staff to the functions normally expected of a full-time academic, expressed as a percentage. It only applies to those staff having functions of "teaching and research" or "research only". (Codes 11 or 12).

Normally, this field will be used for part-time staff.
Exceptionally, it may be used of a full-time member of
teaching staff whose academic duties are explicitly reduced
to allow him, for example, to undertake an exceptional
administrative load, such that a compensatory staff
appointment is needed, or for a member of staff who also has
a secondary function such as a wardenship, such that he
undertakes less than a full-time academic load.

When someone with a different primary function of employment,
such as an administrator, does some teaching in addition to
his main duties, the contribution will be ignored.

Those staff in post at 31 December are regarded as
representative of the staff in post for the session. The
proportion of effort of a member who has joined the
university during the previous year, or is expected to leave
in the next year, will not be reduced on account of this.

6   Some Aggregations derived from the Record

   a)   Academic Staff

          This consists solely of those having the academic
          functions of "teaching or teaching/research" or
          "research only", codes 11 and 12. In forming the
          aggregate, no account is taken of whether the
          employment is full-time or part-time.

   b)   Full-time Academic Staff

          This consists solely of those Academic Staff, as
          defined in (a), who are also recorded as having "method
          of employment" 1, 3, 4, 5 or 6 (full-time, seconded,
          sickleave, maternity leave or sabbatical).

   c)   Full-Time Equivalent Academic Staff

          This consists solely of those Academic Staff, as
          defined in (a), but their numbers are weighted, in
          forming the aggregate, by the value of the field
          "proportion of academic effort".

   d)   Teaching Staff, Full-Time Teaching Staff and Full-Time
          Equivalent Teaching Staff

          These are defined exactly as for the corresponding
          aggregates of Academic Staff (a, b, c above) with the
          exception that they are restricted to those on function
          code 11 (teaching or teaching/research) only.

          It should be noted that the above definitions are
          unconnected with salary structure or grade.

e)   Staff included in "Student/Staff Ratios"

f)   Staff included in "Senior : Junior Academic Staff Ratio"

It is hoped to circulate definitions under the above headings
as soon as the information becomes available from the
University Grants Committee.

SECTION III

Operational Procedures for the Exchange of Data

A - Document Returns

1   During the autumn each year, USR will despatch to each university the Staff Muster of all staff members who were reported by the university as on their establishment on the previous 31 December. The muster will contain personal and previous annual information in respect of each staff member for whom information was returned as at 31 December in the previous year. This will be in reference number order unless otherwise stated by use of the sort key.

2   By the end of February each year, universities are asked to return to USR

           (a)   Information to update the staff members on the muster as at 31 December, including leaving information for those who have left;

           (b)   Information on new staff members who entered university service between 1 January and 31 December in the preceding year.

Universities are asked to check the information printed in the muster, and amend it to reflect the current position for each member of staff by drawing a line through any incorrect information and entering the correct details in red on the line immediately below, using the appropriate codes (see Sections IV and V). The Staff Reference Number however must not be altered. Any unaltered entries on the muster will be assumed by USR to be correct.

3   Additional and newly recruited staff

     At the time of returning the Staff Muster, universities should return to USR the current Form IDS/1 for new or additional staff members who have joined the university since the previous 31 December, and who should appear on the record.

4   Cancelling Records

Where an entry should not have appeared on the Staff Muster, universities will draw one line through all the printed information and mark the entry CANCELLED.

5   Updating Personal and Academic Information

Personal and previous academic information may be updated if necessary by using the procedure at paragraph 2 above. If unaltered it will be assumed correct.

6   Updating annual information

Universities should update details of the annual information for staff members in post as at 31 December (for those who have left see paragraph 7 below). Amendments should only be

made in those columns which need updating. Those columns not amended will be assumed by USR to be as for the previous year.

Records requiring no alteration will be assumed by USR to continue as in the previous year.

7   Leaving information

The columns should be completed in full on the Muster giving leaving information for those staff members who have left for any reason before 31 December. This leaving information consists of the destination on leaving, the date of leaving, and pension supplementation on retirement (or the Not Applicable code O). All annual information should be deleted, leaving only the university, staff reference number and the leaving information.

Note: If the salary includes payment for 31 December, then the member of staff should be included in the record as at 31 December, and the date of leaving given on the subsequent year's return as 1 January.

8   Transferred staff

For staff who have joined the university having previously been members of staff of another UK university, the receiving university should obtain the USR staff reference number either from the member, or from his previous UK university (a specimen request letter for this purpose is given). The new annual information should then be returned to USR either by completing a Form IDS/1 or by writing the details on the last page of the Muster.

Notes

(i)   Although ideally the personal academic history information need not be returned, as USR should already have this standing information from the previous university, it has been found in practice that having at least a date of birth provides a useful cross-check that the correct USR staff reference number has been transferred (many incorrect reference numbers have arisen in the past).

(ii)   The "immediate previous occupation" field should be coded OO.

(iii)   When the previous university concurrently reports the member's leaving information, the transfer of the record to the receiving university will follow.

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9 .   Sort Key

Universities may use or change the sort key if they wish by
replacing the code on any record. If only one part of the
record is being returned to USR the changed sort key will
apply to the whole of that staff member's record. (See
Section VI A).

10   Despatch of records to USR

Universities should return all the new and updated staff
records to reach USR by the end of February each year,
showing the staff population as at the previous
31 December. The returns should be addressed to

> Universities Statistical Record,
> P.O. Box 130,
> Cheltenham,
> Glos. GL50 3SE

11   Action by USR on receipt of the Staff Muster from
universities

USR will

(a)   add annual and leaving information to its records

(b)   create new records

(c)   despatch lists of errors and omissions where
        necessary to universities

(d)   in conjunction with universities, prepare and submit
        correction for errors and omissions

(e)   automatically update 'no change' records

(f)   despatch Summary Feedback Tables to universities in
        order that universities may confirm that the
        statistics correctly reflect the position of their
        institution

(g)   prepare a new Staff Muster in the form requested by
        each university and despatch to universities for
        updating

USR(3)89

B - Tape Returns

1 During the autumn each year, USR will despatch to each university a tape containing the Staff Muster of all staff members who were reported by the university as on their establishment on the previous 31 December. The muster will contain personal and previous annual information in respect of each staff member for whom information was returned as at 31 December in the previous year. This will be in reference number order unless otherwise stated by use of the sort key.

2 By the end of February each year, universities are asked to return to USR:

(a) Information to update the staff members on the muster as at 31 December, including leaving information for those who have left;

(b) Information on new staff members who entered university service between 1 January and 31 December in the preceding year.

Universities are asked to check the information contained in transaction types 51 and 53 on the tape, and to amend it to reflect the current position for each member of staff by overwriting with the correct information, using the appropriate codes (see Sections IV and V) and to return a tape with the full corrected information. The Staff Reference Number however must not be altered. Any unaltered entries will be assumed by USR to be correct. The records on the tape will be in the order specified by the university. For members of staff who have joined the university since the previous 31 December, the appropriate record of personal and annual information should be added to the tape. Alternatively Form IDS/1 may be used (see Section III A - Para 2 above).

3 Cancelling Records

Where a staff member has been wrongly included in the Staff Record, universities will submit a Cancellation transaction type 60.

4 Updating Personal and Academic Information

Where the personal and academic history information is found to be incorrect universities may change the information by the submission of transaction type 61 to USR, incorporating the changes; where the identification or personal or academic history information is correct universities need not return these transactions to USR who will assume in this event that the information is correct.

5 Updating annual information

For each member in post as at 31 December, universities should return to USR an annual information transaction type 63.

Any fields left blank, where no change has occurred since the previous year, will be automatically updated by USR using the previous year's annual information.

Where no change has occurred in any annual field since the previous year, transaction type 63 may be omitted.

Note 1   If universities so wish, however, they may include in their returns a complete record, whether changed or unchanged.

Note 2   Data recorded by universities in any of the fields, except the annual information, will be used to overwrite corresponding fields on the Staff record. Annual information transaction type 63, however, will be added to the record and will not overwrite previous annual information.

6   Leaving information

For those staff members who have left before 31 December, universities will submit to USR an annual information transaction type 63 with leaving information in full, consisting of destination on leaving, date of leaving and pension supplementation on retirement (or the Not Applicable code O). No changes in annual information can be accepted by USR for the year in which the member leaves.

Note   If the salary includes payment for 31 December, then the member of staff should be included in the record as at 31 December, and the date of leaving given on the subsequent year's return as 1 January.

7   Transferred staff

For staff who have joined the university having previously been members of staff of another UK university, the receiving university should obtain the USR staff reference number either from the member, or from his previous UK university (a specimen request letter for this purpose is given)   The new annual information should then be returned to USR either by transaction type 63 (with type 61 optional as mentioned above) or by Form IDS/1.

Notes   (i)   Although ideally the personal academic history type 61 information need not be returned, as USR should already have this standing information from the previous university, it has been found in practice that having at least a date of birth provides a useful cross-check that the correct USR staff reference number has been transferred (many incorrect reference numbers have arisen in the past).

        (ii)   The "immediate previous occupation" field should be coded OO.

(iii)   When the previous university concurrently reports the member's leaving information on its own type 63, the transfer of the record to the receiving university will follow.

8   Additional and newly recruited staff

For staff members who may have been omitted from the record or staff members who joined since the previous 31 December, universities will either

(i)   include in the tape returned to USR containing the Staff Muster, transaction types 61 and 63 in respect of each staff member, or

(ii)   return to USR at the same time as the Staff Muster tape, a current FORM IDS/1 in respect of each new member.

9   Sort Key

Universities may use or change the sort key if they wish by replacing the code on any record. If only one part of the record is being returned to USR the changed sort key will apply to the whole of that staff member's record.

10   Preparation of records for USR

Records should be sorted by universities transaction type within reference number or sort key order and if possible with a printed listing.

Printed listings should be in transaction type within serial number order, 80 column format and if possible one record per line with a blank line between each staff member.

11   Despatch of records to USR

Universities should return all the new and updated staff records to reach USR by the end of February each year, showing the staff population as at the previous 31 December. The returns should be addressed to:

> Universities Statistical Record,
> P.O. Box 130,
> Cheltenham,
> Glos. GL50 3SE

12   Action by USR on receipt of the Staff Muster from universities

USR will:

(a)   add annual and leaving information to its records

(b)   create new records

(c)   despatch lists of errors and omissions where necessary to universities

(d)   in conjunction with universities, prepare and submit correction for errors and omissions

(e)   automatically update 'no change' records

(f)   despatch Summary Feedback Tables to universities in order that universities may confirm that the statistics correctly reflect the position of their institution

(g)   prepare a new Staff Muster in the form requested by each university and despatch to universities for updating.

SECTION IV

Definitions of Fields in the Record

This section gives a definition of each field in the record with some notes. In some cases detailed coding values are given, in others there are detailed tables in Section V. These coding values will be used both in USR and in universities for adding, amending and updating records.

1   <u>University</u>

This is the university at which the member of staff is currently employed and the DES code will be used, see Section V table 1.   V-1

2   <u>Staff reference number</u>

This is a nine digit field

1st - 2nd digit	the calendar year of entry to the staff record, eg. 70, 71, etc.
3rd - 8th digit	serial number
9th digit	modulus 10 check digit

3   <u>Sex</u>

This will be coded as follows

        1 or M = Male
        2 or F = Female

4   <u>Date of birth</u>

This will be recorded in the format DDMMYY.

5   <u>Nationality</u>

This is defined as the country of legal nationality and the DES country codes will be used, see Section V, Table 2. In the event of a country being quoted which does not appear on the DES list, USR should be asked to obtain a code from the appropriate authority.

           V-2

6   <u>Date of original entry to university service (as defined for the record)</u>

This is defined as the date on which the member was first employed in a post eligible for inclusion in the record, in the first university which employed him in an eligible capacity. It is <u>not</u> necessarily the date of his first employment in the present university. In particular, it will not be changed when a member transfers from one university to another.

Thus someone who spent five years as a technician before
becoming a research officer on "other related" scales would
have a date of 'recruitment' that of the date of promotion to
research officer. If the record is extended to include the
present post for the first time it is the date of entry to any
post which would now be included.

Members of staff of an institution which became a university
(eg an ex-CAT) or merged with a university (eg a former college
of education) should be shown as entering university service on
the date when the institution came onto the UGC grant list.

Breaks of service are ignored if a member of staff leaves
university service for a time and subsequently re-enters, it is
the original date which will still be recorded.

7   Nature of Qualifications

1 = Degree qualifications
2 = Professional or other qualifications at degree level
3 = Both degree and professional qualifications
4 = No qualifications at degree level

It is inevitable that the term 'professional qualifications'
will be open-ended - no organisation has managed to compile a
complete compendium of such qualifications.

Universities are asked to decide for themselves whether the
qualifications of a staff member are 'professional'.

8   Academic Discipline

Statistics of staff may be used in relation to studies of
academic subjects, or in relation to financial returns
aggregated under cost centres. This field and the related, but
separate, cost centre field (paragraph 23) will be used to
classify the staff concerned as appropriate to the particular
analysis.

Academic discipline is defined only for staff having functions
11 (teaching or teaching and research) or 12 (research only).   V - 6
It is used to identify the academic subject of principal
concern to the member of staff and is taken from the
Universities Classification of Academic Subjects (1984) list of
principal topics. See Section V table 6.

Although the code may frequently be that for the subject of the
department within which the member works, a more specific
description should be used if possible. For example, members
of staff in a department of Biological Sciences would be coded
as C1 (Biology) in the absence of more specific information,
but a lecturer in Genetics in that department would be coded as
C4 and a lecturer in Horticulture as D2 even though that topic
falls in a different group of classification.

Where a member of staff has interests approximately equally
divided between two subjects (eg Economics and Accountancy) a
"combined code" of four characters such as LN14 may be used
in other cases the third and fourth characters will be zero.

For functions of employment other than 11 or 12, this field will be filled with zeroes.

9   Function of Present Employment

This describes the nature of the work carried out by the member of staff, as distinct from either the academic discipline (paragraph 8) or the cost centre (paragraph 23) to which he is related.

a)   Academic Departmental

        11 = Teaching or Teaching and Research
        12 = Research only

b)   Academic Services

        21 = Librarians
        22 = Audio-visual
        23 = Computer Staff
        24 = Laboratory and Workshop
        25 = Printing/Publishing
        26 = Research Support
        20 = Other services

c)   Administration

        31 = Central academic administration
        32 = Faculty, department or school administration
        33 = Finance
        34 = Personnel/establishment office
        35 = Administrative data processing
        36 = Vice-Chancellor's office
        37 = Registrar's/Secretary's/Bursar's office
             (staff not covered by 31 and 36 above nor
             classified elsewhere)
        30 = Other

d)   Estates and Buildings

        41 = Maintenance
        42 = New buildings, planning, etc.
        43 = Security
        44 = Safety
        40 = Other

e)   Appointments Board

        51 = Careers Adviser
        52 = Administrator
        53 = Careers Information Officer
        50 = Other

f)   University Residences

        61 = Warden
        62 = Residence administrator
        63 = Conference officer
        60 = Other

g)   Health and Welfare

    71 = Medical practitioner
    72 = Dental practitioner
    73 = Other medical staff
    74 = Non-medical counselling staff
    75 = Administrator
    70 = Other

h)   Accommodation Office

    81 = Accommodation Officer
    80 = Other

j)   Other

    91 = Chaplaincy
    92 = Catering
    93 = Information/Public Relations
    94 = Physical Recreation
    95 = Students' Union
    90 = Other

<u>Notes</u> i)   Where there are several functions, code the function which provides the largest proportion of salary

      ii)   If several functions provide exactly equal proportions of salary, select the highest of these on the above list

      iii) Laboratory and workshop staff (code 24) covers laboratory supervisors, workshop supervisors and others engaged in general laboratory and workshop functions.

      iv)   Research support staff (code 26) covers those providing a service in support of research (eg an electron microscopy or pathology service) in distinction to those participating in specific and original research. The latter, for example, will include research fellows and most research assistants and be coded 12.

10 <u>Salary structure of present employment</u>

This defines the specific salary structure within the national system. Where a university uses its own equivalent system (see section II paragraph 3 (b)), the coding will reflect the structure which the university regards as equivalent. Code 6 is used for those teachers not employed under the national scales or their equivalent (see section II paragraph (c)) it will apply only to those with "function of employment" code 11.

    1 = Academic staff (clinical and non-clinical)
    2 = ALC - Library subdivision
    3 = ALC - Administrative subdivision plus Vice-Chancellors
    4 = Research and analogous staff
    5 = Other related staff
    6 = Teaching staff not on national or equivalent structure
    7 = ALC - Computer subdivision

Notes: i) Academic staff as the name given to a salary structure is not the definition of academic staff as used in the analysis of the record, which may also include other structures: see Section II paragraph 6(a).

ii) As an example, in some medical schools there are some administrators paid on Whitley scales. These are regarded as equivalent to the Administrative Staff Scale and coded 3.

iii) Teachers in medical schools who are seconded from NHS and paid on NHS salary scales will be coded 6.

11 Grade of present employment

a) Those employed on the Academic Staff Structure (salary structure code 1) will be coded as:

        1 = n/a
        2 = Professor
        3 = Reader/senior lecturer
        4 = Lecturer/Clinical Lecturer
        5 = Non-clinical Lecturer B
        6 = Non-clinical Lecturer A
        7 = Other (only for certain clinical staff)

b) Administrative, Library and Computer (ALC) - Library subdivision (salary structure code 2), Administrative subdivision (salary structure code 3), Computer subdivision (salary structure code 7) will be coded as follows:

        1 = Vice-Chancellor/Principal (structure 3)
        2 = Grade VI
        3 = Grade V
        4 = Grade IV
        5 = Grade III
        6 = Grade II
        7 = Grade I

c) Research and analogous staff, and other related staff (salary structure 4) will be coded as:

        1 = n/a
        2 = Grade IV
        3 = Grade III
        4 = n/a
        5 = Grade II
        6 = Grade IA
        7 = Grade IB

d) Other related staff - code as ALC staff (see paragraph II (b) above).

e) Those teaching staff on a salary structure not part of the national or equivalent system (salary structure code 6) will be coded in a way that reflects the equivalence of the salary paid to the salary of a member of the academic structure. In the case of part-time employees, a full-time equivalent salary will be used in making the comparison.

1	=	n/a
2	=	Salary equivalent to the salary of a professor
3	=	Salary equivalent to the salary of a senior lecturer
4	=	Salary equivalent to the salary within the range for a lecturer/assistant lecturer
5	=	n/a
6	=	n/a
7	=	Salary starting point below the lowest point of the lecturer/assistant lecturer scale

12 Method of present employment

1	=	Full-time
2	=	Part-time - regular salary, prior to retirement
3	=	Seconded at 31 December (see note ii)
4	=	On extended sick leave which has lasted for more than 6 months at 31 December
5	=	Maternity leave
6	=	On sabbatical leave at 31 December
7	=	Part-time - re-employed after retirement

Notes·

i) Staff who are appointed in all other respects as full-time, but whose salaries do not cover the summer vacation (the so-called "American Plan") should be coded as full-time (code 1).

ii) Staff who are seconded or on sabbatical leave for the last term of a calendar year should be returned as code 3 or 6, as appropriate, even if the absence formally ends before 31 December

iib) If a period of secondment to another UK university is likely to exceed 2 years (ie. 2 consecutive USR returns as code 3), then the member of staff should be shown as a transfer with a date and reason for leaving (code ØØ), to be transferred back at the end of the period of secondment.

iii) Temporary staff are included only if their period of employment includes 31 December, with the exception of those who take up such a post regularly every year, for say one term each year. These are regarded as a special form of part-time employment and coded 2 or 7.

13 Clinical/non-clinical status

1	=	Staff not on clinical rates (and not medically qualified)
2	=	Staff not on clinical rates (although medically qualified)
3	=	Staff on clinical rates not holding honorary contracts with the NHS at consultant level
4	=	Staff on clinical rates holding honorary contracts with the NHS at consultant level

14   Salary

The salary is to be shown in £ per annum, in five digits, excluding:

Child allowance
London allowance
Special temporary payments for added responsibilities e.g.
    administrator
NHS merit awards

Note: The salary will be that salary in respect of university
duties actually being paid as at 31 December. Subsequent
back-dated pay awards will be excluded.

15   Type of superannuation

This is defined as the type of superannuation scheme to which the
member is currently contributing. If a member has, by completing
40 years service, ceased to make actual contributions, it will be the
scheme to which contributions used to be made.

1 = FSSU
2 = Teacher's Pension
3 = Health Services' Superannuation Scheme
4 = Others
5 = None
6 = USS (converted from FSSU)
7 = USS (not previously in FSSU)
8 = Eligible for an occupational scheme but opted out

Note: Members re-employed after retirement and in receipt of a
pension will not now be contributing to a scheme and will
therefore be coded 5.

16   Category of salary payment

This field is now obsolete and replaced by Proportion of Salary from
general income (paragraph 26).

17   Source of finance

For staff having salaries funded wholly or in part from funds other
than general university income.

00 = Not applicable i.e. wholly university financed
10 = Government department
11 = Health Departments and Authorities
(20 = Research Council: not specified) - no longer valid
21 = Agricultural Research Council
22 = Medical Research Council
23 = National Environmental Research Council
24 = Science and Engineering Research Council

```
25 = Economic and Social Research Council
30 = Overseas government or university
40 = Industry or commerce (private)
50 = Industry (nationalised) including Public Corporations
60 = Foundation
70 = Other
80 = Combinations of 10 - 70 above
```

Note   If this field has any value but 00, the extent of the external funding must be given in "proportion of salary from general income", paragraph 26.

18   Employment in previous year

a)   Staff whose university has not changed since the previous year's staff return will be coded blank (see note 1)

b)   Staff who have transferred from another UK university (and returned to USR by that university in the previous year) will be coded 00

c)   Staff previously employed in university service but not previously eligible for USR staff returns will be coded 15

d)   Staff newly entering UK university service and now returned to USR for the first time will be coded between 01 and 14, or 16

e)   Staff returning to UK university service will be coded between 01 and 14, or 16

Codes to be used are as follows

```
Blank = Employment in current UK university
00    = Employment in other UK university
01    = Non-university education in UK
02    = University employment outside UK
03    = Other employment outside UK
04    = Student in UK
05    = Student outside UK
06    = Industry or commerce (private)
07    = National Health Service
08    = Central Government
09    = Local Government
10    = Public corporation - e.g. NCB, BBC, etc.
        (this includes those public operated
        industries not included under 06)
11    = Self employed
14    = Other occupations outside university service
15    = Staff in university service, now eligible for
        inclusion on record
16    = Not in regular employment
```

Notes: 1)   As this information relates only to staff joining the university or newly eligible for the record, this field is not included on the document form of Staff Muster. However, when a member transfers from another university and is added to the muster, a code 00 should be written against the entry.

ii)   Where it appears that two codes are equally
      applicable, the higher one on the list should be
      given, e.g. a lecturer in a further education
      institution should be coded 01 not 09.

iii) For examples of local and central government and   V - 3
      public corporations see Section V tables 3, 4 and 5.   V - 4
                                                                V - 5
      Lists of bodies falling under the headings of central
      government, local government and public corporations
      will be subject to almost continual change, and they
      should be taken more as a general guide than as a
      definitive list.

19   **Details of degrees held**

This is a three part field for each degree recorded. On Form
IDS/1 up to five degrees may be recorded. During each
subsequent year any degree obtained during the year will be
returned as a part of the annual information section.

        1st - 2nd digit   Form of degree
        3rd - 4th digit   Class of degree
        5th - 6th digit   Subject of degree

The coverage of this field should be strictly limited to
degrees only. The fact that a particular member of staff
possesses non-degree qualifications will be brought out by the
earlier field 'Nature of qualifications'.

(a)   Form of degree:

      01 = First degree
      06 = Masters (Higher Degree only)
      07 = Graduate bachelor's degree, e.g. BPhil BLitt
      08 = PhD
      09 = Higher doctorate, e.g. DSc
      10 = Other higher degree
      11 = Honorary degree
      12 = Foreign degree

(b)   Class of degree:

      00 = Not applicable (see note iii)
      01 = First class honours
      02 = Upper second
      03 = Lower second
      04 = Undivided second
      05 = Third
      06 = Fourth
      07 = Undivided honours
      08 = Aegrotat
      09 = Pass, including pass degree awarded as a result
           of an honours course
      10 = Ordinary
      11 = General

Notes·   (i) Degrees based on the Cambridge Tripos and like systems should have the highest class obtained in any Honours, or equivalent, examinations recorded

          (ii) For Medical or Dental or other first degrees where no class has been awarded, the class is normally coded 10.

          (iii) For <u>higher</u> degrees where no class is applicable and for foreign degrees, a positive entry of OO is made

(c) Subject of degree

This is the main subject studied and will be coded   V - 6
according to the Universities Classification subjects (1984) list of principal topics. See Section V table 6.

Note   The MA of Cambridge or Oxford, if awarded as a direct consequence of an earlier first degree, should not be shown at all in this section if the earlier degree has been shown. If, on the other hand, the Cambridge or Oxford MA was awarded for any other reason, it should be shown in this section, and coded as a First Degree.

20   <u>Destination on leaving</u>

      00 = University employment in UK
      01 = Non university education in UK
      02 = University employment outside UK
      03 = Other employment outside UK
      04 = Student in UK
      05 = Student outside UK
      06 = Industry or commerce (private)
      07 = National Health Service
      08 = Central Government
      09 = Local Government
      10 = Public Corporation
      11 = Self employed
      12 = Retirement
      13 = Death
      14 = Other (including no regular employment)
      15 = Employment in university, ineligible for inclusion in USR Staff Record

Note   (i) For examples of local and central government and V - 3
          public corporations see Section V tables 3, 4   V - 4
          and 5.   V - 5

          List of bodies falling under the headings of central government, local government and public corporations are subject to almost continual change, and should be taken more as a general guide than as a definitive list.

(ii) A member retiring prematurely and receiving a
pension is regarded as a leaver and should be
recorded as retiring even if he is immediately
re-employed part-time in university service.

21   Date of leaving

This should be shown as the date in respect of which the last
salary payment was made, in the format DDMMYY

Notes: i)   Where the last salary payment relates to 31
December in any given year, the member of staff
should be returned as in post at 31 December,
and reported in the subsequent year's return as
leaving on 1 January. This is necessary to
ensure that there is no gap in the record.

ii)   See note (ii) to 20 above.

22   Pension on retirement

0 = Not applicable (i.e. a Leaver not on retirement)
1 = If the member's FSSU retirement benefit was supplemented
from university funds on retirement
2 = If the member's FSSU retirement benefit was not
supplemented on retirement
3 = If the member's USS retirement benefit was supplemented
from university funds on retirement. This code includes
retirements under UGC funded PRCS.
4 = If the member's USS retirement benefit was not supplemented
on retirement
5 = If the member's other pension retirement benefit was
supplemented from university funds on retirement
6 = If the member's other pension retirement benefit was not
supplemented on retirement
7 = Member previously retired and already receiving a
university pension
8 = Post not pensionable.

A positive entry is required in this field for every Leaver,
whatever the destination, (and only for Leavers). The entry
will always be 0 unless the staff member is leaving on
retirement.

23   Cost Centre

This field, in distinction from the academic discipline
(paragraph 8) field, is used to indicate the cost centre under
which the member of staff will be included in aggregating staff
pay for the financial return (Form 3) and is taken from the
classification of cost centres for all members of staff. If a
member has divided responsibility, the principal one should be
shown. It is intended that staff such as departmental
administrators whose duties fall within a specific cost centre
will be returned, both here and in Form 3, with the cost centre
where their duties lie, and not under one, such as "central
administration", which is associated with the nature of their
work: this cost centre is for those having a central role for
the whole university. The list of cost centres defined for
Form 3 is given in Appendix B.

Thus, for example, computer programmers working in the central computer service will be returned under that cost centre departmental programmers will be returned with the cost centre of the department concerned.

24   Salary Point

This field has been introduced to allow proper studies of the variation in the distribution of salary with time, promotion prospects, promotion on transfer, and like matters. It is, therefore, only applicable to those on the structures of the national system and those staff on structures regarded locally as equivalent.

It is, therefore, coded only for full-time staff on structures 1 to 5. It is the salary point on the national scales equivalent to the member's basic salary. As several universities make small adjustments to the scales, it will be formally regarded as the salary point next below that salary. For this purpose, the professorial range will be divided into eleven ranges, the top of which will be open-ended. A table of equivalences of points to salary values will be published after each revision of the national scales, as Appendix A to this manual.

If the field is left blank, the value will be calculated automatically from the salary quoted (paragraph 14) using the current table of equivalences. If there are circumstances which would lead to this giving a misleading result, the university should give an actual value. for example, if the salary given includes allowances for special duties above the basic salary.

Separate codings are given for non-clinical and clinical scales. For non-clinical appointments the value ranges from 01 to 36. No distinction is made between grades where the scales of any two grades overlap. The following correspondence will apply·

01   Below the lowest point of any scale
02   The lowest point of the Research and Analogous structure grade IB
04   The lowest point of the Lecturer scale
20   The top of the Lecturer scale and grade 3 of other structures, point 2 of the Senior Lecturer scale
26   The top of the Lecturer/Senior Lecturer scale and grade 5
27   The lowest range of professorial/grade 6 salaries, includes the professorial minimum
32   Includes the professorial average
36   Maximum point: open-ended upwards

For clinical appointments the value ranges from 51 to 68, where 51 is for salaries below the nominal scales for clinical appointments, and 68 is for Clinical Professors and clinical appointments of Consultant status which are paid at the Professorial rate. The salary point depends only on salary paid, and the correspondences given are illustrative. Thus a few Senior Lecturers with personal maxima may appear on point 27 or 28.

25   Proportion of Academic Effort

This field is discussed in section II paragraph 5. It is
applicable only to staff with functions of employment codes 11
and 12 and expresses as a percentage the proportion of an
equivalent full-time effort devoted to those functions normally
expected of a member of academic staff. It will normally be
100% for full-time members of staff, except where their duties
are explicitly reduced or where they have a subsidiary
function, such that replacement staff are employed in
compensation: this value will be coded as 99.

For staff absent on secondment, sabbatical or extended sick
leave, '00' will be recorded if their absence exceeds nine
months; otherwise the value will reflect the length of their
absence (eg 50 for six months absence).

Staff employed for nine month periods under the "American
Plan", although regarded for this purpose as full-time and
coded as such (see note (i) to paragraph 12), will have an
appropriate value recorded for "proportion of academic effort".

The field is expressed as two digits to allow easy expression
of the common fractions of quarters (25 or 75) and thirds (33
or 67). Apart from these, a precision better than the nearest
ten per cent is not expected.

It is recognised that a part-time member of staff is likely to
perform a different pattern of duties from a full-time member.
For example, he may devote himself exclusively to teaching,
performing as much teaching as is carried out by a typical
full-time member who is also researching. In assigning a
"proportion of academic effort" the comparison should be made
with the amount of work that would be carried out by a
full-time employee who worked on the same pattern of academic
duties as are carried out by the part-time member of staff
being considered.

It should be noted that, as the population at 31 December is
taken as representative of the year, no attempt should be made
to use this field to record the fact that a newly joined member
of staff or a leaver has not served a full year.

See the note on NHS Joint Appointments under 27.

26   Proportion of Salary charged against General Income

This field replaces the obsolete field Category of Salary
Payment (paragraph 16).

The field gives the proportion of the salary paid in respect of
university duties (referred to in paragraph 14) which is
chargeable to general university income as defined for Form 3
(which includes endowment income and UGC earmarked grants).
The field is expressed to two digits as a percentage.

Staff whose salaries are not chargeable at all to general
university funds (as the former "Category C") will be coded 00.

For all values except 99 there must be an entry other than zero
"Source of Finance" (paragraph 17).

27   NHS Joint Appointments

The revision of Form 3 for 1989-90 has brought with it a revised treatment of payments from the NHS in respect of the salaries of Clinical Staff. This results in a modification and simplification of the treatment of these staff in the Staff Record.

Any payments from the NHS for Clinical Staff Salaries now comes into "General Funds". In consequence all these staff now become "100% paid from General Funds". Normally they will be full-time appointments. If, however, they have only part-time contracts (including specifically anyone holding a separate contract with the NHS and receiving pay directly from a hospital or other health authority body) then they will be treated in the normal way as part-time staff

If any such employee spends part-time on work that is specifically and exclusively for the health service (for example workers in a jointly operated Pathology service) then this will be reflected in "percent academic effort". Provided that their pay is routed through the university they will now appear as full-time, wholly funded members of staff

28   Sort Key

This is the way in which universities may specify the order of returns made to them by USR. See Section VI B.

29   USR coding standards

USR has adopted a standard method of notation for coding purposes (details at Section VI C) and it would be helpful if, where possible, universities would follow the same standard.

SECTION V

Tables of Coding Values

Table 3
University and College Codes

A complete set of codes is provided, including institutions which have now merged. Codes for these are indicated by *italics* and the sign *, and may only be used in respect of a point in the past when the original institution still existed independently.

Aberdeen	0100	London - School of Economics	2412
Edinburgh	0200	London - Queen Mary College	2413
Glasgow	0300	*London - Royal Holloway*	2414
St.Andrews	0400	London - Oriental & African Studies	2415
Stirling	0500	London - Pharmacy	2416
Strathclyde	0600	London - University College	2417
Dundee	0700	London - Westfield	2418
Heriot Watt	0800	London - Wye College	2419
Birmingham	1000	London - Charing Cross & Westminster	
Bristol	1100	M.S.	2420
Cambridge	1200	*London - Guy's Hospital*	2421
Durham	1300	*London - King's Coll. Hospital*	2422
Newcastle	1400	London - London Hospital M.C.	2423
East Anglia	1500	*London - Middlesex Hospital*	2424
Exeter	1600	*London - Royal Dental Hospital*	2425
Essex	1700	London - Royal Free Hospital M.S.	2426
Hull	1800	London - St. Bartholomew's Hospital M.S.	
Kent at Canterbury	1900		2427
Leeds	2000	London - St. George's Hospital M.S.	2428
Lancaster	2100	London - St. Mary's Hospital M.S.	2429
Leicester	2200	London - United Med. & Dental Schools of	
Liverpool	2300	Guy's & St. Thomas's Hospitals	
London - Inst. of Advanced Legal Studies		(UMDS)	2430
	2401	*London - University College Hospital*	
London - Inst. of Archæology	2402		2431
London - Inst. of Education	2403	*London - Westminster Med. Sch.*	2432
London - Inst. of Historical Research	2404	London - Postgraduate Medical Federation	
London - Slavonic and E. European Studies			2433
	2405	London - Hygiene and Tropical Medicine	
London - Warburg Institute	2406		2434
London - Bedford College	2407	London - Inst. of German Studies	2435
London - Birkbeck	2408	London - Royal Veterinary College	2436
London - Imperial College	2409	London - Inst. of Commonwealth Studies	
London - King's College (KQC)	2410		2437
London - Queen Elizabeth College		*London - Chelsea*	2438
	2411	London - Courtauld Institute	2439

London - Inst of Computer Science	2440	University of Wales College of Cardiff	3500
London - Inst of Classical Studies	2441	Swansea	3600
London - Inst of Latin American Studies	2442	University of Wales College of Medicine	3700
London - Inst of United States Studies	2443	Lampeter	3800
London - British Inst in Paris	2444	Univ of Wales - Central Administration (Staff only)	3900
London - Central Admin Staff	2445	Surrey	4000
London - Royal Holloway & Bedford New College	2447	Aston	4100
		Bradford	4200
London - Royal Postgraduate M S	2461	Bath	4300
London - Heythrop	2480	Brunel	4400
London - Goldsmiths'	2482	Loughborough	4600
London - Inst of Romance Studies	2485	City	4700
Manchester	2500	Salford	4800
Nottingham	2600	*University of Wales Inst of Science and Technology (UWIST)*	4900
Oxford	2700	Warwick	5000
Reading	2800	University of Manchester Inst of Science and Technology (UMIST)	5100
Sheffield	2900		
Southampton	3000	York	5200
Keele	3100	London Business School	5500
Sussex	3200	Manchester Business School	5600
Aberystwyth	3300	Queen's University of Belfast	6600
Bangor	3400	Ulster	6800
Cardiff, University College	3500	Open University	8900

Table 2

Country Codes

*   denotes Commonwealth membership

+   denotes British Dependent Territory

The list is an index giving an entry for each name which is likely to be encountered. Often these are alternative names for a country, and give the same code as that for the generally accepted name.

Note: Some countries are not permissible as codes for Nationality - for example, all citizens of Martinique have French Nationality. The code for the correct country of Nationality is indicated by (Nat nnn) in the entry. Staff from Hong Kong may have one of several nationalities: specific enquiry is desirable.

Abu Dhabi	764	Barbuda (Antigua and)	*607
Abyssinia	648	Basutoland	*690
Aden	601	Bechuanaland	*618
Afars and Issas Territory	749	Belgium	614
Afghanistan	602	Belgian Congo	633
Ajman	764	Belize	*668
Albania	603	Benin	640
Algeria	604	Bermuda (Nat 000)	+615
American Samoa (Nat 771)	796	Bhutan	616
Andorra	605	Bolivia	617
Angola	606	Bonaire (Nat 710)	637
Anguilla (Nat 000)	+824	Borneo, North (Nat 698)	*739
Antarctica, British (Nat 000)	+801	Borneo, South	673
Antarctica, French (Nat 653)	822	Botswana	*618
Antigua and Barbuda	*607	Brazil	619
Antilles (Netherlands) (Nat 710)	637	British Antarctica (Nat 000)	+801
Argentina	608	British Guiana	*665
Aruba (Nat 710)	637	British Honduras	*668
Ascension (Nat 000)	+735	British Indian Ocean Territory (Nat	
Australia	*609	000)	+823
Austria	610	British Virgin Islands (Nat 000)	+776
Azores	728	Brunei	*620
		Bulgaria	621
Bahamas	*611	Burkina	769
Bahrain	612	Burma	622
Balearic Islands	751	Burundi	623
Bangladesh	*787		
Barbados	*613	Cambodia	624

Note:

Most of the individual countries or territories which make up "Malaysia", or the groups described as "West Indies", "Leeward Islands" and "Windward Islands" are separately coded in this list. The group name (or code) should only be used when the individual country or territory is not known.

Malaysia - Code *698 for the Federation of Malaysia includes the component states Malaya (*697), Sabah (*739), and Sarawak (*742),which should be used, if possible to allow analysis of numbers by section of the country

Code 698 is, however, always to be used for Nationality

West Indies - General Code 777 includes
a) Greater Antilles - Cuba (636), Haiti (666), Dominican Republic (643), Jamaica (*680), Puerto Rico (730)

    If used, code Nationality as 782

b) Bahamas Group (*611) including Turks and Caicos Islands (*799) (entirely British)

    If used, code Nationality as 611

c) Lesser Antilles - British Islands are the Leeward and Windward Islands (see below) and Cayman Islands (+789)

Leeward Islands - Code *689 includes
Anguilla (*824) Antigua & Barbuda (*607), Montserrat (+705), St Kitts-Nevis (*736)

Windward Islands - Code *778 includes
Dominica (*642) Grenada (*662), St Lucia (*737), and St Vincent (*738)

Table 2

Index of Countries by Code value

Including alternative names.

Note: Some countries are not permissible as codes for Nationality - for example, all citizens of Martinique have French Nationality. The code for the correct country of Nationality is indicated by (Nat nnn) in the entry. Staff from Hong Kong may have one of several nationalities: specific enquiry is desirable.

000 British Nationality. Residence coded by County.
601 Yemen (South): Aden, Socotra, People's Democratic Republic of Yemen
602 Afghanistan
603 Albania
604 Algeria
605 Andorra
606 Angola: Portuguese West Africa (Part)
607 Antigua and Barbuda
608 Argentina
609 Australia - includes Christmas Is, Cocos Is, Keeling Is
610 Austria
611 Bahamas
612 Bahrain
613 Barbados
614 Belgium
615 Bermuda
616 Bhutan
617 Bolivia
618 Botswana: Bechuanaland
619 Brazil
620 Brunei
621 Bulgaria
622 Burma
623 Burundi
624 Cambodia: Kampuchea, Khmer Republic
625 Cameroon
626 Canada
627 Central African·Republic
628 Sri Lanka: Ceylon
629 Chad: Tchad
630 Chile
631 China: People's Republic of China - includes Tibet
632 Colombia
633 Zaire: Congo (Democratic Republic), Belgian Congo

634 Congo   People's Republic of Congo, French Congo, Congolese Republic -
       Brazzaville

635 Costa Rica

636 Cuba

637 Netherlands Antilles   (Nat 710)   Aruba, Bonaire, Curacao (Dutch), St Eustatius, St
       Martin (southern part), Saba

638 Cyprus

639 Czechoslovakia

640 Benin   Dahomey

641 Denmark - no longer includes Greenland, Faeroe Islands

642 Dominica

643 Dominican Republic

645 Ecuador - includes Galapagos

646 El Salvador   Salvador

647 Tuvalu   Ellice Islands

648 Ethiopia   Abyssinia

649 Falkland Islands (Nat 000)

650 Fiji

651 Finland

652 China (Taiwan)   Taiwan, Formosa   -

653 France   -   no longer includes Monaco

654 Gabon

655 Gambia   Senegambia

656 Germany (Federal Republic)   West Germany

657 German Democratic Republic   East Germany

658 Ghana

659 Gibraltar   (Nat 000)

660 Kiribati   Gilbert Is

661 Greece - includes   Crete, Corfu -

662 Grenada

663 Guatemala

664 Guinea

665 Guyana   British Guiana

666 Haiti

667 Honduras

668 Belize   British Honduras

669 Hong Kong   (Nat 000)

670 Hungary

671 Iceland

672 India - includes   Sikkim

673 Indonesia - includes   Borneo (South), Java, Maluku, Sulawesi (Celebes), Sumatra,
       West Irian, Timor

674 Iran   Persia

675 Iraq

676 Irish Republic   Eire, Ireland

677 Israel

678 Italy   - currently includes   Vatican City, Holy See   no longer includes San Marino

679   Ivory Coast

680   Jamaica

681   Japan

682   Jordan

683   Kenya

684   Korea: South Korea, Republic of Korea

685   Korea (North)

686   Kuwait

687   Laos: Lao People's Democratic Republic   -

688   Lebanon

689   Leeward Is. (used of British islands only, if exact island not known)

690   Lesotho: Basutoland

691   Liberia

692   Libya: Libyan Arab Republic

693   Luxembourg

694   Macao   (Nat 728)

695   Madagascar: Malagasy Republic

696   Malawi: Nyasaland

697   Malaya (Nat 698)

698   Malaysia   (Always for Nationality: otherwise only if component state is not known)

699   Mali

700   Malta

701   Mauritania

702   Mauritius

703 · Mexico

704   Mongolia: Outer Mongolia

705   Montserrat (Nat 000)

706   Morocco: Tangier, West Sahara

707   Mozambique: Portuguese East Africa

708   Oman: Muscat and Oman

709   Nepal

710   Netherlands: Holland

711   New Caledonia (Nat 000 or 653)

713   Vanuatu: New Hebrides

714   New Zealand - includes Cook Is, Cokelau

715   Nicaragua

716   Niger

717   Nigeria

718   Norway

721   Pakistan

722   Panama

723   Papua New Guinea: New Guinea

724   Paraguay

725   Peru

726   Philippines

727   Poland

728   Portugal   - includes Azores, Madeira

730 Puerto Rico (Nat 771)

731 Qatar

732 Zimbabwe   Rhodesia, Southern Rhodesia

733 Romania

734 Rwanda

735 St Helena and dependencies (Nat 000)- Ascension, Tristan da Cunha

736 St Kitts and Nevis   - no longer includes Anguilla

737 St Lucia

738 St Vincent The Grenadines

739 Sabah   North Borneo (Nat 698 - Note difference from Saba - 637)

741 Western Samoa

742 Sarawak   (Nat 698)

743 Saudi Arabia

744 Seychelles

745 Sierra Leone

746 Singapore

747 Solomon Islands

748 Somalia

749 Djibouti   Afars and Issas Territory, French Somaliland

750 South Africa

751 Spain   - includes Balearic Islands, Canary Islands, Ceuta

752 Sudan

753 Surinam Dutch Guiana   No longer includes Timor

754 Swaziland

755 Sweden

756 Switzerland   - no longer includes Liechtenstein

757 Syria

759 Tanzania   Tanganyika, Zanzibar

760 Thailand   Siam

761 Formerly used for Tibet - code no longer in use   code as 631 (China)

762 Togo

763 Trinidad and Tobago

764 United Arab Emirates Abu Dhabi, Ajman, Dubai, Fujairah, Ras as Kaimah,
      Sharjah, Trucial States, Umm al· Qaiwan

765 Tunisia

766 Turkey

767 Uganda

768 Egypt   United Arab Republic

769 Burkina   Upper Volta

770 Uruguay

771 United States   U S.A

772 Soviet Union Russia, U S S R - includes Estonia, Latvia, Lithuania

773 Venezuela

774 Vietnam

776 British Virgin Islands   Virgin Is (British) (Nat 000)

777 West Indies (general - if exact island not known)

778 Windward Is (used of British islands only, if exact island not known) (Nat 000)

779   Yemen (North):   Yemen Arab Republic

780   Yugoslavia

781   Zambia: Northern Rhodesia

782   Not known

783   Stateless

784   Tonga

785   Senegal

786   Formerly used for East Timor: Portuguese Timor.   Code now obselete - all Timor
          is in code 673 (Indonesia)

787   Bangladesh

788   Cape Verde

789   Cayman Islands (Nat 000)

790   Equatorial Guinea: Spanish Guinea

791   French Guiana   (Nat 653)

792   French West Indies: Martinique, Guadeloupe (Nat 653)

793   Maldives: Maldive Islands

795   Reunion   (Nat 653)

796   U.S. Pacific Territories - formerly used as American Samoa only - now also
          includes Guam, U.S. Trust Territory of Pacific Islands (Nat 771)

798   Namibia: South-West Africa

799   Turks and Caicos Is.   (Nat 000)

800   United States Virgin Is. (Nat 771)

801   British Antarctica   (Nat 000)

802   Guinea-Bissau: Part of Portugese West Africa: Portuguese Guinea

803   Sao Tome and Principe

804   Comoros

805   Nauru

806 to 820 used for U.K. nationalities by FESR -

821   Mayotte (Nat 653)

822   Other French overseas dependencies:

                          French Antarctica

                          French Polynesia (including Tahiti)

                          St. Martin (northern part)

                          St. Pierre and Miquelon

                          Wallis and Futuna

823   British Overseas Possesions n.e.c. (Pitcairn, British Indian Ocean Territories -
          Chagos Archipelago, Diego Garcia) (Nat 000)

824   Anguilla (Nat 000)

825   Monaco

826   San Marino

827   Liechtenstein

828   Greenland and Faeroe Islands (Nat 641 - Danish possessions not in E.C.)

Table 3: <u>CENTRAL GOVERNMENT AND ASSOCIATED DEPARTMENTS</u>

All Government Departments, plus the following

Agricultural Research Council
Air Registration Board
Arts Council of Great Britain
Atomic Energy Authority
Bank of England
British Council
British Institute of Management
British National Export Council
British Overseas Engineering Services Bureau
British Productivity Council
British Standards Institution
British Travel Association
Commonwealth War Graves Commission
Computer Board
Consumer Council
Council of Industrial Design
Criminal Injuries Compensation Board
Crown Estate Office
Export Credits Guarantee Department
Forestry Commission
Herring Industry Board
Highlands and Islands Development Board
Home Grown Cereals Authority
Land Commission
Medical Research Council
National Institute for Research in Nuclear Science
Natural Environmental Research Council
Race Relations Board
Regional Hospital Boards
Royal Mint
Royal Ordnance Factories
Science and Engineering Research Council
Economic and Social Research Council
State Management Districts
Teaching Hospital Board
White Fish Authority

Table 4: LOCAL GOVERNMENT AUTHORITIES

(Public authorities of limited geographical scope, having power to
raise funds by certain forms of local taxation)

County councils
Borough councils
District councils
Parish councils
Joint Boards and Committees formed by two or more councils

Joint harbour boards
District fishery boards
Drainage boards
River authorities
Water boards
Conservators of certain commons
Trustees of certain London squares

The Metropolitan Police

Table 5   NATIONALISED AND PUBLIC CORPORATIONS AND BOARDS

Air Transport Licensing Board
British Airports Authority
British Broadcasting Corporation
British European Airways
British Overseas Airways Corporation
British Railways Board
British Steel Corporation
British Transport Docks Board
British Waterways Board
Commonwealth Development Corporation
Covent Garden Market Authority
Electricity Board of Northern Ireland
Electricity Council, Central Electricity Generating Board and
        Area Electricity Boards
Freight Integration Council
Gas Council and Area Gas Boards
Housing Corporation
Independent Television Authority
Industrial Reorganisation Authority
London Transport Board
National Bus Company
National Coal Board
National Dock Labour Board
National Film Finance Corporation
National Freight Council
National Ports Council
National Research Development Corporation
New Town Development Corporations and Commissions for New Towns
North of Scotland Hydro-Electric Board
Northern Ireland Housing Trust
Post Office
Scottish Special Housing Association
South of Scotland Electricity Board
Sugar Board
Transport Holding Company
Ulster Transport Authority

Table 6: UNIVERSITIES CLASSIFICATION OF ACADEMIC SUBJECTS

This classification has been introduced for all purposes which
classify academic subjects, including such matters as encoding
students' courses of study. It groups academic topics into a number of
principal subjects, set out below, each described by a letter followed
by a digit. Normally in the staff record, the academic discipline of
a member of staff will be adequately described by one of these codes,
and it should be followed in the four character field by two zeroes.
Exceptionally, it may be desired to describe a members interests as
being a combination of two subjects: this may be done by writing the
letters of the two codes in the first two positions, and following by
the two digits in the corresponding order.

For example: Lecturer in Economics L100
               Lecturer in Accounting N400
               Lecturer in Economics & Accounting LN14 (Note not LN41)

LIST OF PRINCIPAL SUBJECTS

Group A - Medicine and Dentistry

A1 Pre-clinical medicine
A2 Pre-clinical dentistry
A3 Clinical medicine
A4 Clinical dentistry

Group B - Topics allied to medicine

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

Group C - Biological sciences

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

Group D - Agricultural sciences

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

Group F - Physical sciences

F1 Chemistry
F2 Materials science
F3 Physics

F5 Astronomy
F6 Geology
F7 Oceanography
F8 Geography (without a significant Social Science element)
F9 Other physical sciences

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Group G – Mathematical sciences

G1 Mathematics

G4 Statistics (This subject includes techniques in Operational research)
G5 Computer studies (This subject includes Software engineering)

G9 Other mathematical sciences

Group H/J – Engineering and Technology

H1 General engineering (This subject includes Engineering science)
H2 Civil engineering (This subject includes Land surveying)
H3 Mechanical engineering (This subject includes Automobile engineering,
     Marine engineering and Agricultural engineering)
H4 Aeronautical engineering
H5 Electrical engineering
H6. Electronic engineering (This subject includes Computer engineering
     and Cybernetics)
H7 Production engineering
H8 Chemical engineering

J1 Minerals technology (This subject includes Mining and Petroleum
     extraction)
J2 Metallurgy
J3 Ceramics and Glasses
J4 Polymers and Textiles
J5 Other materials technology (This subject includes composites)
J6 Maritime technology (This subject includes Naval architecture,
     Shipbuilding, Nautical studies)

J8 Biotechnology
J9 Other engineering and technologies

Group K – Architecture and Planning

K1 Architecture
K2 Architectural engineering (This subject includes Quantity surveying)
K3 Environmental technologies (This subject includes Landscape design)
K4 Town and country planning

K9 Other architectural studies

Group L/M – Social sciences

L1 Economics (This subject includes Economic and Social statistics)

L3 Sociology
L4 Social policy and administration
L5 Applied social work
L6 Anthropology
L7 Psychology (without a significant Biological science element)
L8 Geography (unless solely as a Physical science)

M1 Politics (This subject includes Government, Public administration and
     International relations)

M3 Law

M9 Other social sciences

Group N - Business, Administrative and Commercial studies

N1 Business and Management studies
N2 Operational research
N3 Financial management (This subject includes Banking and Insurance)
N4 Accountancy
N5 Marketing and market research
N6 Industrial relations
N7 Institutional management (This subject includes Catering management
    and Home economics)
N8 Land and property management (This subject includes Property surveying)
N9 Other business, administrative and commercial studies

Group P - Mass communications and documentation

P1 Librarianship (This subject includes Museum and archive studies)
P2 Information science
P3 Communication studies
P4 Media studies (This subject includes Journalism)

Groups Q, R and T - Languages and related studies

Q1 Linguistics
Q2 Comparative Literature
Q3 English
Q4 American studies
Q5 Celtic studies
Q6 Latin
Q7 Greek
Q8 Classical studies
Q9 Other ancient languages

R1 French
R2 German
R3 Italian
R4 Spanish
R5 Portuguese
R6 Latin-American studies
R7 Scandinavian
R8 Russian

T1 Slavonic and East European
T2 Other European (This subject includes Romance languages, Dutch and
    Modern Greek)
T3 Chinese
T4 Japanese
T5 Other Asian
T6 Modern Middle Eastern
T7 African

T9 Other modern languages

Group V - Humanities

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

Group W - Creative arts

W1 Fine arts
W2 Design studies
W3 Music
W4 Drama
W5 Cinematics

W9 Other creative arts

Group X - Education

X1 Teacher training (This subject covers courses leading to an initial
    teaching qualification (including B.Ed and PGCE))
X2 Physical education (This includes teacher training courses in
    Physical education)
X3 Academic studies in education
X4 Techniques used in teaching children (including TEFL)
X5 Techniques used in teaching adults (including TEFL)
X6 Education for those with Special needs
X7 Technology in Education
X8 Management and organisation of education
X9 Other topics in education

Combined or general courses not classified elsewhere

Y1 Combined or general science
Y2 Combined or general social science
Y3 Combined or general arts
Y4 Other combined or general

Y6 Triple combinations

Section VI

Checks and Validations

A. Error detection and reports

1. This document does not endeavour to provide a complete list of
    validation checks which are made on the records. Errors are
    reported by the systems in an error printout, which in general
    describes the nature of the error in a brief statement in
    English, and prints the offending data. Universities should
    make corrections on the printout in red – crossing out the
    erroneous data and writing the correct value below – and return
    one copy to USR as soon as possible.

2. There are in general three types of error which are detected

    a) Hard Errors

        These are errors which make it impossible to process the
        record so that no further action is taken for the
        transaction.

        i) Invalid USR number. This number is checked by a
            modulus 10 check digit, using the following weights
            for the eight digits of the reference number
            1, 3, 7, 9, 1, 3, 7, 9.

        ii) The university code is invalid, or it disagrees with
            that in the record for the member.

    b) Soft Errors

        These are errors in data values which make a data item
        prima facie invalid: for example a date such as 39
        February or, in general, values outside the permissible
        ranges of coding described in this manual. The existing
        value for the data item will be carried over, and other
        items in the transaction will be processed normally.
        There is, however, an upper limit of errors in a single
        transaction, after which processing of it will be
        abandoned.

    c) Relationship Errors

        These detect inconsistency between the values coded in
        two or more data items. For example, date of birth is
        checked against date of entry to university service and
        against the current year. In some cases, such as this,
        reports are made at two levels – a warning, implying
        that, say, a 70-year old lecturer is inherently
        improbable and confirmation is requested and an error
        saying that a 6 month old lecturer is unacceptable.

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B - SORT KEY

1   The sort key is a device which enables a university to
     predetermine the order in which the various USR returns
     shall be printed and distributed to them by USR. Some
     for instance will prefer to be listed in numeric order
     within department within faculty by year of entry. The
     smaller colleges may prefer a straight numeric list;
     others may require staff to be listed in their own
     internal numbering order.

2   The following illustrates how the three examples quoted
     can be achieved:

     (a)   Numerical order within course code within faculty
            by year of entry to record

            Consider a university with five faculties, each
            faculty having sub-divisions as follows:

Faculty	Sub-divisions
Arts (1)	Arts (1)
	Education (2)
	Music (3)
Science (2)	Science (1)
Applied Science (3)	Electrical Engineering (1)
	Civil " (2)
	Aeronautical " (3)
	Mechanical " (4)
Law (4)	Law (1)
Medicine (5)	Medicine (1)
	Dentistry (2)

Let us assume that the university would prefer to have the USR
returns printed by USR in numeric order by year of entry within
each sub-division. The university would therefore allocate each
member of staff a four digit sort key as follows:

1st digit	Faculty eg. Arts		1
2nd digit	Sub-division eg. Music		3
3rd digit			
	Year of entry eg. 1971		71
4th digit			

The full entry under sequence would be therefore

                    Sort Key 1371

(b)   Straight Numeric Order

The sort key field will be left blank. Staff might
appear on the USR returns as follows

833474384	Sort key –	
833474395	–	(blank)
833474409	–	
833474421	–	

(c)   Internal numbering Order

Universities can assign their own numbering system
using up to seven digits of the sort key field.
This may be a group or a unique number for each
member.

If for example an internal number is used as the sort
key, staff might appear on the USR returns as follows

Staff	833469287	Sort key 1087361
	707521679	1087362
	819398039	1097363
	745547578	1097364

NB.   If the sort key is not used, returns will be in
serial number order.

C - USR CODING STANDARDS

The following standards are used by USR when coding documents:

Alphabetics		Numerics	

Block capitals, with the
following notation for
characters liable to
raise confusion:

Number	Coding Standard
O	Ø
1	1
2	2
3	3

Letter	Coding Standard	Number	Coding Standard
B	B	4	4
I	I	5	5
O	O	6	6
S	S	7	7
Z	Z	8	8
		9	9

Repeated Codes

Where a code is to be repeated throughout a page in a particular column,
the code is written in the first and last row, the character(s) being
bracketed and linked by a vertical line with the words GANG PUNCH
inserted.

Section VII

RECORD LAYOUTS

In this section are appended copies of the form IDS/1, used for entry of new members to the record, and of the Staff Muster form used to send out current information every year for updating.

There are also detailed descriptions of the data layouts adopted for individual transactions in magnetic tape files sent out by USR and returned by universities. These all comprise 80 character card images. Various physical characteristics for magnetic tape are available for data exchange these are advised from time to time directly to data processing officers, or may be obtained by writing to

Project Leader
Universities Statistical Record
PO Box 130
Cheltenham
Glos GL50 3SE

Staff Form IDS/1 —   CONFIDENTIAL   TT61

1	University		

2	USR Staff Reference Number	

3	Sex	Male 1	Female 2	Please enter in the first box	4	Date of Birth	— Day — Month — Year

5	Nationality	

6	Date of original entry to service in any University	— Day — Month — Year

7	Nature of qualifications	Degrees	1	Both	3
		Professional or other at degree level	2	No formal qualifications	4

8 Details of Degrees Held	Letters of degrees	Put 'F' if Foreign	Form of Degree	Class	Subject

9 Academic Discipline — To be coded for staff with function codes 11 and 12 only for other staff code 6000 applies.
Please See Standard Classification of Academic Subjects.   TT63

10 Function of Present Employment

Academic	Teaching or Teaching and Research	11	Research only	12		
Acad Services	Library	21	Audio Visual	22	Computer Staff	23
	Laboratory	24	Printg/Publishg	25	Research Support 26	Other Services 20
Administration	Cent Acad Admin	31	Fac/Dept Ac Admin 32	Finance	33
	Pers'l/Estab. Office 34	Admin Data Proc 35	VC's Office	36
	Reg/Sec/Burs Office 37			Other Admin 30
Estates and Buildings	Maintenance	41	New Bldg/Plans Etc 42	Security	43
	Safety	44			Other Ests/Bldgs 40
Appointments Board	Careers Adviser	51	CAS Admin	52	Careers info Offr 53	Oth Career Staff 50
Univ Residences	Warden	61	Residence Admin 62	Conference Offr 63	Other Resd Staff 60
Health and Welfare	Medic. Practitioner 71	Dental Practitioner 72	Oth Med/Dent Staff 73
	Non Med Counsellg 74	Health Admin. 75		Other Health/Welf 70
Accommodation	Accom Office	61			Oth Accom Staff 60
Other Functions	Chaplaincy	91	Catering	92	Info/Pub Rels 93	
	Physical Rec	94	Students Union 96		
	Other Description _____				90

11 Salary Structure

Academic Structure 1	ALC — Library 2	ALC — Admin 3	Research & Analg 4	Other Related 5	Not National Structure (Function 11) 6	ALC — Computer 7

12 Grade

	—	—	—	VC or equiv 1	—	—	—	—
Professor	2	Gr 6	2	Gr 6	2	Gr 4	2	Gr 6	2	(equiv)	2	Gr 6	2
Reader/S Lec	3	5	3	5	3	3	3	5	3	(equiv)	3	5	3
Clin Lec	4	4	4	4	4	—		4	4	—	4	4	4
Non Cl Lec B	5	3	5	3	5	2	5	3	5	(equiv)	5	3	5
Non Cl Lec A	6	2	6	2	6	1A	6	2	6	(equiv)	6	2	6
Clin Other	7	1	7	1	7	1B	7	1	7	Other	7	1	7

13 Method

Full-time 1	Part-time 2	Seconded 3	Ext. Sick Leave 4	Maternity 5	Sabbatical 6	Part-time Post-Ret't 7

14 Percentage of Academic Effort — Functions 11 and 12 only (For 100% enter '99').   %

15 Clinic or Non Clinical

Non-clinical scale Non-Med. Qual 1	Non-clinical scale but Med. Qual 2	Clinical scale Non Consult Contract 3	Clinical scale Consultancy Contract 4

16 Cost Centre   (Staff Manual Appendix B refers)

17 Salary   £ _____ p.a.

18 Salary Point   USR will derive from salary via Appx. A to Manual Univ please enter only if non-standard

19 Percentage of salary from General Funds (For 100% enter '99')   %

20 Other Source of Finance

N/A wholly univ	00	Nat. Environ Res. Coun.	23	Industry/Commerce (private)	48
Government Dept.	10	Science & Eng Res. Coun.	24	Nationalised Industry	50
Health depts & authorities	11	Econ. & Social Res. Coun.	25	Foundation	60
Agricultural Research Coun.	21	Royal Society/British Academy	28	Other _____	70
Medical Research Council	22	O'seas govt. or univ	30	Combinations of 10 70	80

21 Type of Super annuation

FSSU	1	None	5
Teachers pension	2	USS (converted from FSSU)	6
Health Service Superannuation Scheme	3	USS (not previously in FSSU)	7
Other occupational scheme	4	Eligible for an occupational scheme but opted out	8

22 Employment in Previous Year

In other UK University	80	Student outside UK	85	Public Corporation	10
UK Non-univ educ.	81	Industry/Commerce	86	Self-employed	11
O'seas univ staff	82	National Health Service	87	Other _____	14
Employ outside UK	83	Central Government employ	88	Univ staff newly eligible	15
Student in UK	84	Local government	89	Not in regular employ	16

23 Sort Key   (University Use Only)

STAFF MUSTER

PERSONAL INFORMATION   TRANSACTION TYPE: 61

7	YEAR OF ENTRY
	USR STAFF REFERENCE NUMBER
	CHECK DIGIT
16	SEX
17	DATE OF BIRTH
23	NATIONALITY
26	DATE OF RECRUITMENT
32	QUALIFICATION

UNIVERSITY   YEAR

ANNUAL INFORMATION   TRANSACTION TYPE: 63

34	ACADEMIC DISCIPLINE
36	FUNCTION
37	STRUCTURE
39	GRADE
24	METHOD
21	ACADEMIC EFFORT
27	CLINICAL
28	COST CENTRE
30	SALARY
34	SALARY POINT
39	SALARY FROM GENERAL FUNDS
40	SOURCE OF FINANCE
41	SUPERANNUATION
42	EMPLOYMENT IN PREV YEAR IF CHANGED
44	FORM
46	CLASS
48	SUBJECT
50	FORM
52	CLASS
54	SUBJECT

(PREVIOUS EMPLOYMENT)

(DEGREES OBTAINED)

LEAVING

56	DESTINATION
58	DATE OF LEAVING
62	PENS SUPPLE

SEQUENCE   PAGE

73	SORT KEY

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UNIVERSITIES STATISTICAL RECORD

Transaction Type 51 Record Layout
(Personal Information, from USR)

POSITIONS		TYPE & LENGTH	NAME	DESCRIPTION
FROM	TO			
1	2	XX		Transaction type '51'
3	6	X(4)		University Code
7	15	X(9)		Reference number
	16	X		Sex
17	22	X(6)		Date of Birth
23	25	XXX		Nationality
26	31	X(6)		Date of recruitment
	32	X		Nature of qualification
33	72	X(40)		Unused
73	79	X(7)		Sort Key
	80	X		Unused

UNIVERSITIES STATISTICAL RECORD

Transaction Type 53 Record Layout

(Annual Information of Previous Year from USR)

POSITIONS		TYPE &		
FROM	TO	LENGTH	NAME	DESCRIPTION
1	2	XX		Transaction type '53'
3	6	X(4)		University code
7	15	X(9)		Reference number
16	19	X(4)		Academic discipline
20	21	XX		Function of employment
22		X		Salary structure
23		X		Grade
24		X		Method of employment
25	26	XX		Academic effort %
27		X		Clinical Status
28	29	XX		Cost centre
30	34	X(5)		Salary
35	36	XX		Salary point
37	38	XX		Salary from general funds %
39	40	XX		Source of finance
41		X		Superannuation
42	43	XX		Employment in previous year
				Additional degrees obtained
44	45	XX		) Type of degree
46	47	XX		)1 Class of degree
48	49			) Subject of degree

UNIVERSITIES STATISTICAL RECORD

Transaction Type 53 continued

| POSITIONS | | TYPE & | NAME | DESCRIPTION |
FROM	TO	LENGTH		
50	51	XX		) Type of degree
52	53	XX		)2 Classof degree
54	55	XX		) Subject of degree
				Leaving data:
56	57	XX		Destination on leaving
58	63	X(6)		Date of leaving
64		X		Retirement pension status
65	72	X(8)		Unused
73	79	X(7)		Sort key
80		X		Unused

UNIVERSITIES STATISTICAL RECORD

Transaction Type 60 Record Layout (Cancellation)

POSITIONS		TYPE & LENGTH	NAME	DESCRIPTION
FROM	TO			
1	2	XX		Transaction type '60'
3	6	X(4)		University code
7	15	X(9)		Reference number
16	80	X(65)		Unused

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UNIVERSITIES STATISTICAL RECORD

Transaction Type 61 Record Layout

(Personal Information, from University)

POSITIONS		TYPE & LENGTH	NAME	DESCRIPTION
FROM	TO			
1	2	XX		Transaction type '61'
3	6	X(4)		University Code
7	15	X(9)		Reference number
	16	X		Sex
17	22	X(6)		Date of Birth
23	25	XXX		Nationality
26	31	X(6)		Date of recruitment
	32	X		Nature of qualification
				Degrees held:
33	34	XX.		Form of degree
35	36	XX		Class of degree
37	38	XX		Subject of degree
39	44	X(6)		as 33-38, for degree 2
45	50	X(6)		as 33-38, for degree 3
51	56	X(6)		as 33-38, for degree 4
57	62	X(6)		as 33-38, for degree 5
63	72	X(10)		Unused
73	79	X(7)		Sort Key
	80	X		Unused

UNIVERSITIES STATISTICAL RECORD

Transaction Type 63 Record Layout

(Annual Information from University)

POSITIONS		TYPE & LENGTH	NAME	DESCRIPTION
FROM	TO			
1	2	XX		Transaction type '63'
3	6	X(4)		University code
7	15	X(9)		Reference number
16	19	X(4)		Academic discipline
20	21	XX		Function of employment
22		X		Salary structure
23		X		Grade
24		X		Method of employment
25	26	XX		Academic effort %
27		X		Clinical Status
28	29	XX		Cost centre
30	34	X(5)		Salary
35	36	XX		Salary point
37	38	XX		Salary from general funds %
39	40	XX		Source of finance
41		X		Superannuation
42	43	XX		Employment in previous year
				Additional degrees obtained
44	45	XX		) Type of degree
46	47	XX		)1 Class of degree
48	49			) Subject of degree

UNIVERSITIES STATISTICAL RECORD

Transaction Type 63 continued

POSITIONS		TYPE &		
FROM	TO	LENGTH	NAME	DESCRIPTION
50	51	XX		Type of degree
52	53	XX		2 Classof degree
54	55	XX		Subject of degree
				Leaving data:
56	57	XX		Destination on leaving
58	63	X(6)		Date of leaving
64		X		Retirement pension status
65	72	X(8)		Unused
73	79	X(7)		Sort key
80		X		Unused

SR(3)84

APPENDIX B

Cost Centre Codes as defined for UGC Form 3

Note   This Appendix is a preliminary version which is subject to
change arising from revisions in Form 3.

Academic Cost Centres

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

45 Adult Education (Extramural)
46 Adult Education (Other)
47 Academic Non-Teaching Departments (invalid)

APPENDIX B (continued)

Academic Services

51	Libraries
52	Binderies
53	Museums
54	Observatories
55	Central Computer Service
56	Central Educational Technology Services
57	Other Academic Services

| 61 | Examinations | Note 4 |
| 62 | Other General Educational Expenditure | Note 5 |

Premises   Note 6

65	Heat, Light, Water, Power
66	Cleaning and Custodial Services
67	Ordinary Repairs and Maintenance
68	Telephones
69	Other, and General, Expenditure on Premises

| 70 | Administrative and Central Services | Note 7 |

Facilities and Amenities

71	Careers Services
72	Wardens of Halls
73	Accommodation Offices
74	Health Service
75	Athletic Facilities	Note 6
76	Other, and General, Expenditure on Facilities and Amenities

90	Miscellaneous and General Expenditure	Note 8
98	Inter-university units, eg regional O & M units, Central Services Unit
99	Staff paid from self-balancing accounts (as defined for Form 3), eg catering officers, bookshop managers

Notes

1. This list includes all cost centres where it is, in principle, possible for expenditure to be recorded on staff salaries. For several of them, it will be very unusual for such a cost centre to be associated with the salary of a member of the USR Staff Record (eg telephones).

2. Members of the Record should be returned with the cost centre under which their salaries will be returned on Form 3. Where a member has split duties, the code for the centre carrying the greatest part of the salary should be used.

APPENDIX B (continued)

3   Where a member's salary falls equally over two centres, and
    it is not possible to use one of the "general" expenditure
    codes (eg 62, 69 or 76), use the code earlier in the list

4   The definition for Form 3 of expenditure on examinations
    explicitly excludes apportionment of pay of Registry Staff
    This code should be used only if the member is exclusively
    employed for examination work

5   Other General Educational Expenditure includes, for example,
    staff running non-departmental arts centres, theatres, etc

6. The cost centres under Premises exclude staff engaged on
    maintenance of athletic facilities, who should be under
    cost centre 75   Cost centre 75 covers general sports and
    physical recreation, physical education as an academic
    subject falls in cost centre 37 (Education).

7   Administrative and Central Services covers the main central
    administration (including Vice-Chancellor, Registry, Finance
    Office, etc) and such central services as administrative
    computers, central printing and publications, public relations
    and the like

8   Cost centre 90 should only be used as a last resort.

USR Staff Record : Record Format (File STAFF wps)

Field	Description
Personal	
Record type	"SP"
Sequence number	YYNNNNNNC
Date of birth	DDMMYY
Sex	S
Nationality	NNN
Date of recruitment	DDMMYY
Nature of qualifications	Q
Annual (variable number)	
Record type	"SA"
Sequence number	YYNNNNNNC
Year	YY
Current university institution	UUUU
Main subject department of teaching (1972-1983))	SSSS
Academic discipline (1984 onwards)) -	SSSS
Present employment - Function	FF
- Salary structure	S
- Grade	G
- Method of employment	E
Clinical status	C
Salary*	SSSSS
Medically qualified flag	M
Superannuation	S
Source of finance	FF
Cost centre (1984 onwards)	CC
Proportion of academic effort	AAA
Proportion of salary from general funds	FFF
Employment in previous year	PP
Destination on leaving	LL
Date of leaving	DDMMYY
Retirement pension status	R
Degrees (variable number)	
Record type	"SD"
Sequence number	YYNNNNNNC
Type of degree	TT
Class of degree	CC
Subject of degree	SS
Year of recording	YY

* Notes on Salary

Salaries of £45000 and below are banded as follows -

£00001 - £05000	£05000
£05001 - £10000	£10000

£10001 - £15000	£15000
£15001 - £20000	£20000
£20001 - £25000	£25000
£25001 - £30000	£30000
£30001 - £35000	£35000
£35001 - £40000	£40000
£40001 - £45000	£45000

Salaries above £45000 are banded as £45001

Layout of the file STAFFDIC.wps

Each value table has a header : *VTAB,nnnnn,l where "nnnnn" is the value table name and "l" is the value length;
followed by a record for each value and its description: vvv, ddddddddddd where "vvv" is the value and "dddddddd" is the description (separated from the value by a comma and a space)

Example:-   *VTAB,SEX,1 - **Sex of member of staff**
            Blank, Not known
            1, Men
            2, Women

VALUE TABLE (*VTAB) on STAFFDIC.wps

*VTAB	Field
SEX	Sex of member of staff
COUNTRY	Nationality
SENTR	Nature of qualifications
INST	University institution
MSUBJ	Main subject dept of teaching (1972-1984)
ACDISC	Academic discipline (for 1984 files onwards)
FUNCTION	Function of present employment
SALSTRCT	Salary structure *(determines which grades used)*
AGRADE	Grade : academic staff *(salary structure 1)*
ALCGRADE	Grade : admin, etc *(salary structures 2, 3, 5 &7)*
RAGRADE	Grade : research & analagous *(salary structure4)*
METHEMP	Method of employment
CLINSTAT	Clinical/non-clinical status
MEDQUAL	Whether or not medically qualified *(based on degrees held)*
SUPERANN	Type of superannuation
SFINANCE	Source of finance
COSTCENT	Cost centre (for 1984 files onwards)
PREVEMP	Employment in previous year
DESTLVG	Destination on leaving
SUPPLTN	Pension on retirement

USR Staff Record: Data Dictionary (File STAFFDIC.wps)

[For detailed definitions of data fields, see reference manual (Volume 3)

*VTAB,SEX,1   -   Sex of member of staff
Blank, Not known
1, Men
2, Women

*VTAB,COUNTRY,3   -   Nationality
(Countries listed in original historical sequence, since which order many countries have had changes of name, etc Where countries have merged or split both old and new names may be listed.)
Blank, Not known
001, Not known
000, UK nationality
601, Yemen PDR
602, Afghanistan
603, Albania
604, Algeria
605, Andorra
606, Angola
736, St Kitts-Nevis
801, British Antarctica
607, Antigua
637, Netherlands Antilles
608, Argentina
609, Australia
610, Austria
611, Bahamas
612, Bahrain
787, Bangladesh
613, Barbados
614, Belgium
668, Belize
640, Benin
615, Bermuda
616, Bhutan
617, Bolivia
618, Botswana
619, Brazil
620, Brunei
621, Bulgaria
622, Burma
623, Burundi
624, Kampuchea
625, Cameroon
626, Canada

628, Sri Lanka
788, Cape Verde Islands
789, Cayman Islands.
627, Central African Republic
629, Chad
630, Chile
631, China (Communist)
632, Colombia
804, Comoros
633, Zaire
634, Congo (People's Republic)
635, Costa Rica
636, Cuba
638, Cyprus
639, Czechoslovakia
641, Denmark
749, Djibouti
642, Dominica
643, Dominican Republic
645, Ecuador
768, United Arab Republic
676, Republic of Ireland
646, El Salvador
647, Tuvalu
790, Equatorial Guinea
648, Ethiopia
649, Falkland Islands.
650, Fiji
651, Finland
652, Taiwan
653, France
791, French Guiana
792, French West Indies
654, Gabon
655, Gambia
656, West Germany *(this code also used for Unified Germany)*
657, East Germany
658, Ghana
659, Gibraltar
660, Kiribati
661, Greece
662, Grenada
663, Guatemala
664, Guinea
802, Guinea Bissau
665, Guyana
666, Haiti
667, Honduras
669, Hong Kong

670, Hungary
671, Iceland
672, India
673, Indonesia
674, Iran
675, Iraq
677, Israel
678, Italy
679, Ivory Coast
680, Jamaica
681, Japan
682, Jordan
683, Kenya
684, Republic of Korea
685, Korea (People's Democratic Republic)
686, Kuwait
687, Lao People's Democratic Republic
688, Lebanon
689, Leeward Isles
690, Lesotho
691, Liberia
692, Libyan Arab Republic
693, Luxembourg
694, Macao
695, Malagasy Republic
696, Malawi
697, Malaya
698, Malaysia
793, Maldive Islands
699, Mali
700, Malta
701, Mauritania
702, Mauritius
703, Mexico
704, Mongolia
705, Montserrat
706, Morocco
707, Mozambique
798, Namibia
805, Nauru
709, Nepal
710, Netherlands
711, New Caledonia
712, New Guinea
723, Papua
713, Vanuatu
714, New Zealand
715, Nicaragua
716, Niger

717, Nigeria
718, Norway
708, Oman
721, Pakistan
722, Panama
724, Paraguay
725, Peru
726, Philippines
727, Poland
728, Portugal
786, Portuguese Timor
794, Portuguese West Africa
730, Puerto Rico
731, Qatar
795, Reunion
732, Zimbabwe
733, Rumania
734, Rwanda
797, Sikkim
754, Swaziland
735, St Helena
737, St Lucia
803, Sao Tome & Principe
738, St Vincent
739, Sabah
796, Samoa (US)
741, West Samoa
742, Sarawak
743, Saudi Arabia
785, Senegal
744, Seychelles
760, Thailand
761, Tibet
745, Sierra Leone
746, Singapore
747, Solomon Islands
748, Somali Republic
750, South Africa
751, Spain
752, Sudan
753, Surinam
755, Sweden
756, Switzerland
757, Syrian Arab Republic
759, Tanzania
762, Togo
784, Tonga
763, Trinidad & Tobago
765, Tunisia

766, Turkey
799, Turks & Caicos Islands
767, Uganda
764, United Arab Emirates
769, Upper Volta
770, Uruguay
771, United States of America
772, USSR
773, Venezuela
774, Vietnam, North *(also used for Socialist Republic of Vietnam)*
775, Vietnam, South
800, Virgin Islands (US)
776, Virgin Islands (British)
777, West Indies, general
778, Windward Isles
779, Yemen Arab Republic
780, Yugoslavia
781, Zambia
782, Not known
783, Stateless
821, Mayotte
822, French Overseas Territories (nec)
823, Pitcairn
824, Anguilla
825, Monaco
826, San Marino
827, Liechtenstein
828, Greenland & Faeroe Islands
831, Estonia
832, Latvia
833, Lithuania
834, Croatia
835, Slovenia
836, Armenia
837, Azerbaijan
838, Belarussia
839, Kazakhstan
840, Kirgizia
841, Moldovia
842, Russia
843, Tajikstan
844, Turkmenistan
845, Ukraine
846, Uzbekistan
847, Georgia
848, Bosnia & Herzegovina
849, Czech Republic
850, Slovakia
851, Eritrea

*VTAB,SENTR,1 - Nature of qualifications
1, Degree qualifications
2, Professional or other qualifications at degree level
3, Both degree and professional qualifications
4, No qualifications at degree level
Blank, Not known

*VTAB,INST,4 - University institution
0100, Aberdeen
0200, Edinburgh
0300, Glasgow
0400, St Andrews
0500, Stirling
0600, Strathclyde
0700, Dundee
0800, Heriot-Watt
1000, Birmingham
1100, Bristol
1200, Cambridge
1300, Durham
1400, Newcastle
1500, East Anglia
1600, Exeter
1700, Essex
1800, Hull
1900, Kent
2000, Leeds
2100, Lancaster
2200, Leicester
2300, Liverpool
2400, London (general or unspecified)
2401, Institute of Advanced Legal Studies
2402, Institute of Archaeology
2403, Institute of Education
2404, Institute of Historical Research
2405, School of Slavonic & East European Studies
2406, Warburg Institute
2407, Bedford College
2408, Birkbeck College
2409, Imperial College of Science, Technology & Medicine
2410, King's College
2411, Queen Elizabeth College
2412, London School of Economics & Political Science
2413, Queen Mary & Westfield College
2414, Royal Holloway College
2415, School Oriental & African Studies
2416, School of Pharmacy
2417, University College & Hospital Medical School

2418, Westfield College
2419, Wye College
2420, Charing Cross & Westminster Medical School
2421, Guys Hospital Medical School
2422, King's College Hospital Medical School
2423, London Hospital Medical College
2424, Middlesex Hospital Medical School
2425, Royal Dental Hospital
2426, Royal Free Hospital School of Medicine
2427, St Bartholomew's Hospital Medical College
2428, St George's Hospital Medical School
2429, St Mary's Hospital Medical School
2430, United Medical & Dental School
2431, University College Hospital Medical School
2432, Westminster Medical School
2433, British Postgraduate Medical Federation
2434, School of Hygiene & Tropical Medicine
2435, Institute of Germanic Studies
2436, Royal Veterinary College
2437, Institute of Commonwealth Studies
2438, Chelsea College of Science & Technology
2439, Courtauld Institute of Art
2440, Institute of Computer Studies
2441, Institute of Classical Studies
2442, Institute of Latin American Studies
2443, Institute of United States Studies
2444, British Institute in Paris
2445, Central Administration
2447, Royal Holloway & Bedford New College
2461, Royal Postgraduate Medical School
2482, Goldsmiths College
2485, Institute of Romance Studies
2491, Department of Extra-mural Studies
2500, Manchester
2600, Nottingham
2700, Oxford
2800, Reading
2900, Sheffield
3000, Southampton
3100, Keele
3200, Sussex
3300, Aberystwyth
3400, Bangor
3500, Cardiff
3600, Swansea
3700, University of Wales College of Medicine
3800, Lampeter
3900, Wales (central)
4000, Surrey

4100, Aston
4200, Bradford
4300, Bath
4400, Brunel
4600, Loughborough
4700, City
4800, Salford
4900, University of Wales Institute of Technology (UWIST)
5000, Warwick
5100, University of Manchester Institute of Technology (UMIST)
5200, York
5500, London Business School
5600, Manchester Business School
6600, Belfast
6800, Ulster
8900, Open University

*VTAB,MSUBJ,4 - 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" (proving 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.)

Blank, Not known
0000, Not applicable
0100, Education
0300, Pre-clinical medicine
0400, Pre-clinical dentistry
0500, Pharmacy
0600, Pharmacology
0700, Other studies allied to medicine & health
0800, Aeronautical engineering
0900, Chemical engineering
1000, Civil engineering
1100, Electrical engineering
1200, Mechanical engineering
1300, Production engineering
1400, Mining
1500, Metallurgy
1600, Other general & combined engineering subjects
1700, Surveying
1800, Other technologies & combinations of engineering & technologies
2000, Agriculture
2100, Agricultural biology
2200, Agricultural chemistry
2300, Forestry
2400, Veterinary science
2500, Biology

/3

2600, Botany
2700, Zoology
2800, Physiology
2900, Biochemistry
3000, Combinations of biological sciences
3100, Mathematics
3200, Mathematics/physics
3300, Physics
3400, Chemistry
3500, Geology
3600, Environmental sciences (excluding geology)
3700, Combinations of physical sciences
4000, Business & management studies
4100, Economics
4200, Geography
4300, Accountancy
4400, Government & public administration
4500, Law
4600, Psychology
4700, Sociology
4800, Social anthropology
4900, Combinations of social studies
5100, Architecture
5200, Town & country planning
5300, Home, hotel & institutional management
5400, Other professional & vocational studies
5500, English
5600, Welsh & other Celtic languages/studies
5700, French language/studies
5800, French/German language/studies
5900, German language/studies
6000, Hispanic languages/studies
6100, Other Western European languages
6200, Russian language/studies
6300, Slavonic & Eastern European languages/studies
6400, Chinese language/studies
6500, Oriental, Asian & African languages/studies
6600, Classical studies
6700, Other, general & combined languages, literature etc
6900, History
7000, Archaeology
7100, Philosophy
7200, Theology
7300, Art & design
7400, Drama
7500, Music
7600, Arts general & combined with other arts subjects
7700, Clinical medicine
7800, Clinical dentistry

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9000, Institutes of education
9100, Adult education (including extramural)

*VTAB,ACDISC,4 - Academic discipline (for 1984 files onwards)
NB first two characters only shown here.
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. Where a single
subject is indicated the two character code will be followed by two zeros.

A1, Pre-clinical medicine
A2, Pre-clinical dentistry
A3, Clinical medicine
A4 Clinical dentistry
B1, Anatomy & physiology
B2, Pharmacology
B3, Pharmacy
B4, Nutrition
B5, Ophthalmic
B6, Audiology
B7, Nursing
B8, Medical technology
B9, Other medical subjects
C1, Biology
C2, Botany
C3, Zoology
C4, Genetics
C5, Microbiology
C6, Molecular biology & biophysics
C7, Biochemistry
C8, Psychology (unless solely as a social science)
C9, Other biological sciences
D1, Veterinary science
D2, Agriculture
D3, Forestry
D4, Food science
D8, Agricultural sciences
D9, Other agricultural subjects
F1, Chemistry
F2, Materials science
F3, Physics
F5, Astronomy
F6, Geology
F7, Oceanography
F8, Geography (without a significant social studies element)
F9, Environmental science
G1, Mathematics
G4, Statistics
G5, Computer studies
G9, Other mathematical sciences
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 & glasses
J4, Polymers & textiles
J5, Other materials technology
J6, Maritime technology
J8, Biotechnology
J9, Other engineering & technologies
K1, Architecture
K2, Building
K3, Environmental technologies
K4, Town & country planning
K9, Other architectural studies
L1, Economics
L3, Sociology
L4, Social policy & administration
L5, Applied social work
L6, Anthropology
L7, Psychology (without significant element of biological science)
L8, Geography (unless solely as a physical science)
M1, Politics
M3, Law
M9, Other social studies
N1, Business & management studies
N2, Operational research
N3, Financial management
N4, Accountancy
N5, Marketing & market research
N6, Industrial relations
N7, Institutional management
N8, Land & property management
N9, Other business & administrative studies
P1, Librarianship
P2, Information science
P3, Communication studies
P4, Media studies
Q1, Linguistics
Q2, Comparative literature
Q3, English
Q4, American studies
Q5, Celtic
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 & 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
V1, History
V2, History
V3, Economic & social history
V4, History of art
V5, History & philosophy of science
V6, Archaeology
V7, Philosophy
V8, Theology & religious studies
V9, Other humanities
W1, Fine art
W2, Design studies
W3, Music
W4, Drama
W5, Cinematics
W9, Other creative arts
X1, Teacher training
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 & organisation in education
X9, Other topics in education
Y1, Combined & general science
Y2, Combined & general social science
Y3, Combined & general arts
Y4, Other combined & general
Y6, Triple combinations

*VTAB,FUNCTION,2 - Function of present employment
11, Teaching or teaching & research
12, Research only
10, Other academic departmental function *(discontinued)*
21, Librarians
22, Audio visual
23, Computer staff
24, Laboratory & workshop
25, Printing/publishing
26, Research support
20, Other services
31, Central academic administration
32, Faculty/department/school administration
33, Finance
34, Personnel/establishment office
35, Administrative data processing
36, Vice-Chancellor's office
37, Registrar's/Secretary's/Bursar's office
30, Other central administrative functions
41, Maintenance
42, New buildings, planning, etc
43, Security
44, Safety
40, Other functions (estates & buildings)
51, Careers adviser
52, Administrator (careers service)
53, Careers information officer
50, Other functions (careers service)
61, Warden
62, Residence administrator
63, Conference officer
60, Other function (residences)
71, Medical practitioner
72, Dental practitioner
73, Other medical staff
74, Non-medical counselling staff
75, Administrator (health & welfare)
70, Other health & welfare function
81, Accommodation officer
80, Other accommodation office function
91, Chaplaincy
92, Catering
93, Information/public relations
94, Physical recreation
95, Students Union
90, Other
Blank, Not known

*VTAB,SALSTRCT,1 - Salary structure
0, Not known
1, Academic staff (clinical & non-clinical)
2, Admin, library & computing - library subdivision
3, Admin, library & computing - administrative subdivision (incl Vice-Chancellors)
4, Research & analagous staff
5, Other related staff
6, Teaching staff not on national or equivalent salary structure
7, Admin, library & computing - computer subdivision

*VTAB,AGRADE,1 - Grade : academic staff *(salary structure 1)*
1, Vice-Chancellor
2, Professor
3, Reader/senior lecturer
4, Lecturer (clinical)
5, Lecturer B (non-clinical)
6, Lecturer A (non-clinical)
7, Other (clinical staff only)
Blank, Not known

*VTAB,ALCGRADE,1 - Grade : admin, etc *(salary structures 2, 3, 5 & 7)*
1, Vice-Chancellor
2, Grade VI
3, Grade V
4, Grade IV
5, Grade III
6, Grade II
7, Grade I
Blank, Not known

*VTAB,RAGRADE,1 - Grade : research & analagous *(salary structure 4)*
1, Not applicable
2, Grade IV
3, Grade III
4, Not applicable
5, Grade II
6, Grade IA
7, Grade IB
Blank, Not known

*VTAB,METHEMP,1 - Method of employment
Blank, Not known
1, Full-time
2, Part-time
3, Seconded
4, Extended sick leave
5, Maternity leave
6, Sabbatical leave
7, Part-time - re-employed after retirement

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*VTAB,CLINSTAT,1   -   Clinical/non-clinical status
Blank, Not known
1, Non-clinical (not medically qualified)
2, Non-clinical (medically qualified)
3, Clinical (not holding honorary NHS consultant contracts)
4, Clinical (holding honorary NHS consultant contracts)

*VTAB,MEDQUAL,1   -   Whether or not medically qualified *(based on degrees held)*
0, Not medically qualified
1, Medically qualified

*VTAB,SUPERANN,1   -   Type of superannuation
Blank, Not known
1, FSSU
2, Teacher's pension
3, Health Services Superannuation Scheme
4, Other
5, None
6, USS(converted from FSSU)
7, USS(not converted from FSSU)
8, Eligible for occupational scheme, but opted out

*VTAB,SFINANCE,2   -   Source of finance
00, Wholly paid from university general funds
10, Government department
11, Health departments/authorities
20, Research Council not specified *(for pre 1990 files only)*
21, Agricultural Research Council
22, Medical Research Council
23, Natural Environment Research Council
24, Science & Engineering Research Council
25, Economic & Social Research Council
28, Royal Society
29, British Academy
30, Overseas government/university
40, Industry/commerce (private)
50, Nationalised industry
60, Foundation
70, Other
80, Combinations of codes 10 to 70
Blank, Not known

*VTAB,COSTCENT,2   -   Cost centre (for 1984 files onwards)
01, Clinical medicine
02, Clinical dentistry
03, Pre-clinical studies
04, Anatomy & physiology
05, Pharmacology

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06, Pharmacy
07, Nursing
08, Other studies allied to medicine
09, Biochemistry
10, Psychology
11, Other biological sciences
12, Agriculture & forestry
13, Veterinary science
14, Chemistry
15, Physics
16, Other physical sciences
17, Mathematics
18, Computing
19, General engineering
20, Chemical engineering
21, Civil engineering
22, Electrical & electronic engineering
23, Mechanical, aero & production engineering
24, Mineral engineering
25, Metallurgy & materials
26, Architecture
27, Other technologies
28, Planning
29, Geography
30, Law
31, Other social studies
32, Business/management studies
33, Accountancy
34, Language-based studies
35, Humanities
36, Creative arts
37, Education
45, Adult/continuing education *(Code 45 was originally used for Extramural Depts but was latterly used to cover all adult education)*
46, Adult education -other *(no longer used)*
51, Libraries
52, Binderies
53, Museums
54, Observatories
55, Central computer service
56, Central educational technology services
57, Other academic services
61, Examinations
62, Other general educational expenditure
65, Heat, light, water, power
66, Cleaning /custodial services
67, Ordinary repairs & maintenance
68, Telephones
69, Other & general expenditure on premises

70, Administration & central services
71, Careers service
72, Wardens of halls
73, Accommodation offices
74, Health service
75, Athletic facilities
76, Other & general expenditure on facilities & amenities
90, Miscellaneous & general expenditure
98, Inter-university units
99, Self-balancing accounts

*VTAB,PREVEMP,2 - Employment in previous year
Blank, Employment in current UK university
00, Employment in other UK university
01, Non-university education in UK
02, University employment outside UK
03, Other employment outside UK
04, Student in UK
05, Student outside UK
06, Private industry/commerce
07, National Health Service
08, Central government
09, Local government
10, Public corporation
11, Self-employed
12, Retirement
14, Other occupation outside university service
15, Staff in university service, newly eligible for inclusion on record
16, Not in regular employment
24, London University inter-college transfer

*VTAB,DESTLVG,2 - Destination on leaving
Blank, Not applicable (ie still in service)
00, Employment in other UK university
01, Non-university education in UK
02, University employment outside UK
03, Other employment outside UK
04, Student in UK
05, Student outside UK
06, Private industry/commerce
07, National Health Service
08, Central government
09, Local government
10, Public corporation
11, Self-employed
12, Retirement
13, Death
14, Other occupation outside university service
15, Staff in university service but in post not eligible for inclusion on record

16, Not in regular employment
24, London University inter-college transfer
99, Not known

*VTAB,SUPPLTN,1 - Pension on retirement
Blank, Not applicable (ie non-leaver)
0, Not applicable (ie leaver not retiring)
1, FSSU supplemented from university funds on retirement
2, FSSU not supplemented from university funds on retirement
3, USS supplemented from university funds on retirement (incl PRCS)
4, USS not supplemented from university funds on retirement
5, Other pension supplemented from university funds on retirement
6, Other pension not supplemented from university funds on retirement
7, Member previously retired & already receiving a pension
8, Post not pensionable
9, Not known