

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

### Background

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

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

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

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

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

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

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

## **Data collection**

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

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

## **Production of statistics**

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

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

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

## Publications

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

## Content of the Records

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

### (a) UNDERGRADUATES

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

### (b) POSTGRADUATES

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

(c) STAFF

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

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

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

(d) CONTINUING EDUCATION COURSES

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

(e) FINANCE

Income and expenditure; university; cost centre.

(f) STUDENT LOAD\*

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

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

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

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

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

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

#### Domicile/ country of birth/nationality

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

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

#### Jointly-run courses

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

#### Fee-Paying Status.

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

#### Source of finance/source of fees

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

#### Reason for leaving

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

#### Region of university

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

North Durham, Newcastle,

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

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

East Midlands: Leicester, Loughborough, Nottingham;

East Anglia: Cambridge, East Anglia;

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

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

South West: Bath, Bristol, Exeter;

West Midlands: Aston, Birmingham, Keele, Warwick;

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

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

Northern Ireland: Belfast, Ulster.

#### **Type of university:**

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

Oxbridge: Oxford & Cambridge

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

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

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

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

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

Other Welsh: Aberystwyth, Bangor, Lampeter, UWCM.

## **UNDERGRADUATE RECORD**

#### **Ethnic Origin:**

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

#### **Parental occupation:**

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

#### **Type of school:**

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

#### **Entry qualifications:**

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

#### **Type of further/higher education:**

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

### 'A' level/SCE Higher grade sitting

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

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

#### GCE "A" and "AS" levels

Two different scoring methods have been used for GCE examination results

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

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

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

giving a possible maximum score of 15

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

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

whilst "AS" level grades were scored

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

giving a possible maximum score of 30

#### SCE Higher grade scores

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

A = 3, B = 2, C = 1

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

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

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

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

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

### Type of course

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

#### **Method of Study:**

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

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

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

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

#### **Source of finance/source of fees:**

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

#### **Qualification aimed for/obtained:**

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

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

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

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

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

#### **Class of degree:**

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

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

## **POSTGRADUATE RECORD**

#### **Subject of study:**

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

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

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

#### Method of Study

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

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

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

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

on courses of less than nine months

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

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

#### Nature of Study

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

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

#### Source of finance/source of fees

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

#### FIRST DESTINATION RECORD

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

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

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

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

## STAFF RECORD

### Nationality:

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

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

Prior to 1984, all staff - both academic and academic-related - were coded (where applicable) by "main subject department". This did not, however, always indicate clearly whether it referred to location of teaching or to subject taught, where these might differ. From 1984 onwards, this classification was replaced by "Cost centre" (providing location) and "Academic discipline" (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' or picked up by a receiving university; similarly, some members of staff **not** shown as transferring to a UK university destination, in fact are returned as such by another institution. It must be remembered that a member of staff is under no obligation to disclose his/her destination to the university he/she is leaving, so whilst "destination on leaving" statistics can give a rough guide to movements, for greater accuracy "employment in previous year" analysis should be used. (*"Transfers between universities" as published in University Statistics Volume One, are based on transfers in, not transfers out*).

## CONTINUING EDUCATION

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

### **Aim of course.**

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

### **Organisation (organising department).**

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

### **Occupational background of students.**

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

### **Main subject of course:**

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

## **USR Data files - Notes on individual university records**

(File USRUNIV.wps)

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

### **ABERDEEN**

#### Undergraduate:

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

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

### **ASTON**

#### Continuing Education

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

### **BATH**

#### Undergraduate & Postgraduate

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

### **BELFAST**

#### Staff

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

#### Continuing Education

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

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

## **BIRMINGHAM**

### Staff

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

## **BRISTOL**

### Continuing Education

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

## **BRUNEL**

### Undergraduate and postgraduate

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

## **CAMBRIDGE**

### Undergraduate

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

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

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

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

### Postgraduate

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

### Staff

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

## **CARDIFF**

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

### Undergraduate:

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

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

### Undergraduate & Postgraduate

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

### First Destination

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

## **DUNDEE**

### Undergraduate

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

## **DURHAM**

### Postgraduate

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

## **EAST ANGLIA**

### Staff

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

## **EDINBURGH**

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

### Staff

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

## ESSEX

### Undergraduate

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

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

### Undergraduate & Postgraduate

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

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

## GLASGOW

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

### Undergraduate

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

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

### Staff

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

## HERIOT-WATT

### Undergraduate

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

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

#### Postgraduate

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

## **HULL**

### Undergraduate and postgraduate

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

## **LANCASTER**

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

## **LEEDS**

### Undergraduate and postgraduate

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

## **LEICESTER**

### Undergraduate

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

## **LONDON**

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

### Undergraduate

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

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

### First Destination

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

## **LONDON BUSINESS SCHOOL (LBS)**

### Postgraduate

- The London Business School is a postgraduate only institution.

## **MANCHESTER**

### **Staff**

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

## **MANCHESTER BUSINESS SCHOOL (MBS)**

### **Postgraduate**

- The Manchester Business School is a Postgraduate only institution

## **NEWCASTLE**

### **Undergraduate**

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

## **OPEN**

### **Staff**

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

## **OXFORD**

### **Undergraduate**

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

### **Postgraduate**

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

### **Staff**

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

## **READING**

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

## **ST ANDREWS**

### Undergraduate

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

## **SALFORD**

### Undergraduate

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

### Continuing Education

## **SHEFFIELD**

### Undergraduate and postgraduate

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

### Staff

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

## **SOUTHAMPTON**

### Undergraduate

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

### Staff

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

## **STIRLING**

### Undergraduate

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

## **STRATHCLYDE**

### Postgraduate

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

## **SWANSEA**

### **Undergraduate**

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

## **ULSTER**

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

### **First Destination**

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

## **UNIVERSITY OF WALES COLLEGE OF MEDICINE (UWCM)**

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

### **Undergraduate**

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

### **First Destination**

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

## **UNIVERSITY OF WALES INSTITUTE OF SCIENCE & TECHNOLOGY (UWIST)**

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

## **WALES CENTRAL REGISTRY**

### **Staff**

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

## **YORK**

### **Staff**

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

## **USR All Records: Data Dictionary**

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

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

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

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

#### **(b) Medical Schools**

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

**British Postgraduate Medical Federation:**

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

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

Institute of Child Health

Institute of Dental Surgery

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

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

Institute of Neurology

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

Institute of Ophthalmology

Institute of Orthopaedics - merged with University College (1987)

Institute of Psychiatry

Institute of Urology - merged with University College (1987)

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

**London School of Hygiene and Tropical Medicine**

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

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

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

**Central Office (Senate House)**

**(c) Senate Institutes**

Courtauld Institute of Art

Institute of Advanced Legal Studies

Institute of Archaeology - merged with University College (1986)

Institute of Classical Studies

Institute of Commonwealth Studies

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

Institute of Germanic Studies

Institute of Historical Research

Institute of Latin American Studies

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

School of Slavonic and East European Studies

Warburg Institute

British Institute in Paris (Department of French)

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

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

**1980**

2431 to 2417 University College Hospital Medical School to University College

**1982**

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

**1983**

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

**1984**

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

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

**1985**

2451 to 2482 Renumbering of Goldsmiths

2453 to 2480 Renumbering of Heythrop

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

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

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

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

**1986**

2402 to 2417 Institute of Archaeology to University College

**1987**

2424 to 2417 Middlesex Hospital Medical School to University College

**1989**

2418 to 2413 Westfield College to Queen Mary & Westfield College

**1992**

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

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

# Universities Statistical Record

Form 3 Data for 1993-94 return

## Notes on layout

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

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

## File Structure (First five files)

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

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

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

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

Coding Teaching = Teaching and research  
Research = Research only

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

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

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

Note The weight "Percentage Funding from General Funds" used

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

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

The total of cost centres 1 to 37

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

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

Libraries (total)

Computer Centres (own institution only)

Central Educational Technology Units

The Total of "Academic services

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

## **Income and Expenditure files**

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

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

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

### **1 LIBRARIES**

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

### **2 ACAD SERV (Academic Services, including Libraries)**

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

### **3 GEN ED EXP (General Educational Expenditure)**

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

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

#### 4 PREMISES

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

#### 5 STUD FACIL (Staff and Student facilities)

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

#### 6 ADMIN ETC (Central Administration, with miscellaneous items)

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

#### 7 TOT GEN EX (Total of General Expenditure)

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

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

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

#### 9 TOTAL EXP (Total expenditure)

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

## • Remaining Files

The remaining files that are not available for all years (identified as "F3 TABn CSV") cover tables 3, 4a, 4b, 5a, 6, 7, 8 and 9. These files follow the natural layout of the form, with some minor condensation - for example in showing only opening balance, receipts and closing balance for table 4b. Only the Long term maintenance provision and a consolidation of other provisions is shown in table 4c, and table 5b is not held in our database. The file F3\_TAB12 CSV is for Table 12, a supplementary analysis of expenditure from Table 2b. The file INC\_EXP CSV is for Table 1a and 1b of Form3, and presents the items of that table as columns in a single section.

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

### Zero cells

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

## Cost Centres

CC number Name

File CC\_01\_07 WKS

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

File CC\_08\_14 WKS

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

File CC\_15\_21 WKS

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

File CC\_22\_28 WKS

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

File CC\_29\_35 WKS

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

File CC 36\_ON WKS  
36 CREATIVE AR ts  
37 EDUCATION  
TOT CC 1-37  
ADULT EDUC ation  
LIBRARY  
CENT COMPUT ers  
CENT EDUC T echnology  
TOT ACAD SE rvices  
CENTRAL ADM inistration  
  
MUSEUMS ETC  
OTH ACAD SE rvices  
OTHER DEPAR tments  
TOTAL EXPEN diture or Income

# First Destination Record Manual

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## Section I

### The Background of the USR

- 1 In 1963 the Report of the Robbins Committee on Higher Education drew attention to the lack of adequate statistical information about higher education, and stressed the importance for planning and policy making of devising arrangements to provide comprehensive statistics for the future. The Committee drew particular attention to the need for a system which could produce information on the movement of staff and students into, within and out of higher education.
- 2 The University Grants Committee (UGC), in consultation with the Department of Education and Science (DES), accordingly considered how the collection of university staff and student statistics could be improved, while keeping form-filling by universities to a minimum. The traditional method of annual returns to the UGC involved the production by universities of statistical tables on academic staff and students at a given date. The tables took a long time to prepare and to analyse and they suffered from the disadvantage that they could only yield subsidiary information or cross-analyses to the extent that these were built into the returns initially. Moreover they yielded no information on the flow of staff and students through universities. It was accordingly proposed that a new central record system be developed in a form suitable for computer analysis.
- 3 The Universities Central Council on Admissions (UCCA), a body controlled by the universities themselves, already had some of the information required about students, and also had the appropriate technical resources and experience to maintain a central statistical record. The UCCA, on being invited to undertake this work, indicated its willingness to do so, the Committee of Vice-Chancellors and Principals (CVCP) therefore agreed to join with the UGC, the DES, the Scottish Education Department and the UCCA in a feasibility study. By 1968 the CVCP was able to recommend to universities that they should co-operate in the establishment of the Universities' Statistical Record on the understanding that safeguards would be built into the scheme to protect individual confidentiality.
- 4 A Policy Group was established by the CVCP and UGC under the chairmanship of a member of the CVCP to have responsibility for the control of information collected in the USR. Its main function is to formulate rules under which statistical analyses may be released, and to decide on requests for provision of data received from persons or organisations other than CVCP and UGC.
- 5 The fundamental controls on access are that
  - 5.1 No information is released about any individual other than to the person concerned, or to his present university. Tabulated data is not released at such a level of detail that information may be deduced about an identifiable individual.

52 No information is released, other than to CVCP or UGC about individual universities except with the approval of the Policy Group and the consent of the universities concerned

6 Operational management of the USR is under a Management Committee whose chairman is appointed by 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 USR maintains records on

8.1 Undergraduate students on courses of one academic year or more

8.2 Postgraduate students on courses of one academic year or more

8.3 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.

8.4 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

### Introduction to the Student Records

#### The Purpose of the USR Student Records

- 1 The purpose of these records is to collect each year information about all students studying in universities and their academic studies. The records cover all institutions on the University Grants Committee's grant list. The statistics are used by the universities for planning and management purposes and by the UGC in its planning, as well as to fulfil the UGC's commitment in its terms of reference to collect and publish statistics about the universities. The statistics are also used extensively by other Government and private bodies and in research into education. The records may be analysed to provide information about patterns of academic study and development, about the background and qualifications of students in relation to their studies, and to an extent about the careers they then enter. Student numbers may be related through the Student Load return to the financial and staffing patterns within universities. Statistics on students may also be related to national and other statistics such as demographic developments.

#### Relation between the Student records

- 2 The USR contains two individualised records on students: the Undergraduate and the Postgraduate records, in which the basic unit of record is the student studying on a course. These provide for detailed study of such students, and cover all students studying the main, long-term courses run by the university. University work in short courses is covered by the separate Continuing Education record, in which the unit of record is a course of study. This records the students concerned only as a number of participants. The individualised records are completed each year by a related return of First Destination records: these record the destinations of the students (in employment or elsewhere) during the remainder of the calendar year in which they completed their courses. They may be analysed on their own, or in conjunction with the information in the individualised record concerned.

#### Membership of the records

- 3 It is intended that any student on a course of study shall be recorded in only one of the records (though separate parallel studies by the same person may give rise to separate entries). The distinctions between the records are made strictly on the basis of the course concerned, rather than on the circumstances of any individual student, as follows:

- 3 1 The individualised records concern students studying on courses which lead to a degree or other formal qualification of the university, and which last for the equivalent of one academic year or more
- 3 2 Postgraduate courses are those which require as a normal condition of entry that entrants be already qualified at degree level. This is related explicitly to the course the fact that a particular entrant to an undergraduate course already holds a degree does not mean that he is placed in the Postgraduate Record
- 3 3 Courses of less than an academic year equivalent, and courses which intrinsically lead to no formal university qualification, are included in the Continuing Education record, which is a record holding information only on the course

#### General Description of the First Destination Record

- 4 The records of undergraduate and postgraduate students are completed by the addition of first destination information. This is derived from a survey, carried out each year by University Careers Advisory Services, using a standard questionnaire, of all first-degree and higher-degree graduates whose "date of award" falls between 1 October and 30 September of the relevant academic year. "Date of award" for USR purposes is defined as the date of publication within the university of the definitive pass-list. The purpose of the survey is to record the situation of each graduate at 31 December following the award, in regard to further study, training or employment, either taken up by that date, or for which firm arrangements have been made by that date for entry not later than the subsequent 31 March. The initial questionnaire is usually sent out before the end of the academic year, with "follow up" letters during the autumn to those graduates who have a temporary position or who are still seeking placement.

By definition, the first destination return implies the termination of a course of study, and will not therefore include

- 4 1 Students proceeding to honours following a pass degree, or examination qualifying for a pass degree, who will not be counted until the award of the honours degree
- 4 2 Students awarded a degree in pre-clinical medicine who are continuing to clinical studies

Also excluded are

- 4 3 Students awarded degrees validated by the university following study at another institution
- 4 4 Graduates awarded higher doctorates by accumulation of published work (the term higher degree, for USR purposes, applies only to those degrees normally obtained by thesis or formal examination)

Three specific categories of students will, however, be included in the survey

- 4 5 External degree students, even though they may not appear on existing USR student records

- 4.6 Long-term postgraduates who produce a thesis after long absence and who either may never have appeared on the USR postgraduate record, or who have been "written off" for non-completion
- 4.7 Students obtaining a professional teaching qualification at degree level as a result of initial teacher training, having completed a B Ed or a Postgraduate Certificate of Education (PGCE) Both these qualifications were brought within the scope of the survey for the 1986-87 academic year, having previously been explicitly excluded

It should be noted, that while the operation is described as a "survey", the aim is nevertheless to obtain as complete a return on new graduates as can reasonably be obtained

#### Privacy of Information

5 Information in the Undergraduate and Postgraduate records, including the first destination information, is held in individualised form This is so that it may be analysed effectively in terms of any field of information held It is emphasized that it is used only in a statistical manner, and no analyses are made that might allow information about any individual to be deduced Information about individuals is released only to the person concerned, on application through his university, or to his current university

## Section III

### Operational Procedures for the Exchange of Data

#### A - General

- 1 For operational purposes the first destination return is divided into two parts - first degree graduates and higher degree graduates - each of which contains the following information

- 1.1 "Actual graduates", ie, those already reported as having graduated between 1 October and 31 December
- 1.2 "Expected graduates", ie, those who will graduate between 1 January and 30 September

**Students obtaining a Postgraduate Certificate of Education (PGCE) will be included with Higher Degree Graduates**

- 2 USR will despatch to University Career Advisers a predictive First Destination Muster based on data supplied by university registries, which may be returned either as a document or on magnetic tape

The information on the predictive muster and in the completed First Destination Return from universities will be recorded in two parts (transactions) as follows - (see Section VII for detailed layout)

2.1 Transaction type 81 - Personal Information

This will be pre-printed by USR in respect of those who are known to be expected to graduate, but should be returned by Careers Advisers for graduates who have not been listed on the muster

University code  
USR reference number  
Initials  
Surname  
Former surname  
Sex  
Subject  
Domicile

2.2 Transaction type 82 - Leaving and First Destination Information

This information will be returned by Careers Advisers to USR for all graduates

University code  
USR reference number  
Qualification obtained  
Class of degree (first degree graduates only)  
Primary classification (of determination)  
Employer category (where applicable)  
Type of work (where applicable)  
Country of destination (where applicable)

- 3 Data supplied from USR will consist of
  - 3.1 Personal information, qualification obtained and class of degree for actual graduates (first degrees),
  - 3.2 Personal information and qualification obtained for actual graduates (higher degrees),
  - 3.3 Personal information for expected graduates (first and higher degrees)

## B - Updating the Record

- 4 By 31 January each year, universities will return to USR
  - 4.1 For all graduates - first destination information coded as described in Section V
  - 4.2 For "expected graduates" - qualification obtained, and class of degree for first degree graduates, coded as described in Section IV
  - 4.3 Addition of entries to the Muster

For any graduates not shown on the muster, Careers Advisers must obtain from the university the correct USR reference number, together with personal information which must be returned with the first destination information. A transaction type 81 and 82 must be prepared for each graduate added to the muster.

### Note Deletion of entries on the Muster

Students listed on the muster who have not appeared in pass or graduation lists during the Academic Year should be deleted.

### 5 Options for listing order of the Muster

A number of options are available, eg USR reference number, class of degree within subject. If no option is specified by the university, the listing order will be alphabetical within subject. Alternatively a university may prefer to generate its own muster based on a definitive pass list.

### 6 Despatch of Records to USR

Universities should despatch completed first destination musters to reach USR not later than 31 January each year. The returns should be addressed to

Universities Statistical Record  
P O Box 130  
Cheltenham  
Glos GL50 1JW

7 Action by USR on receipt of the completed First Destination master

USR will

- 71 Process and validate the information received,
- 72 Clear errors and omissions with universities,
- 73 Process and validate corrections,
- 74 At a later date, add First Destination Information to the basic undergraduate and postgraduate records

## Section IV

### Definitions and Coding Values

Although the descriptions which follow refer directly to the document muster, the same codes will be used for the tape musters. Minor adjustments in layouts apply between the two types of records.

#### 1 Heading

USR will print at the top of each page of the document muster

##### 1.1 Record Type

Whether the students listed are undergraduates or postgraduates,

##### 1.2 University

The four digit DES code. This will appear on each transaction type. A list of the current codes appears at Section V Table 3.

##### 1.3 Year

This will refer to the academic year (October to September) in which the students are expected to graduate.

#### 2 USR Number

This will be in a nine-digit format and will be the reference number allocated to the student.

Digits 1 and 2 Year of beginning the student record, eg 85, 86, etc

Digits 3 to 8 Serial number

Digit 9 Modulus 10 check digit, for an explanation see Section VIA

Any number allocated by USR for additions to the muster will follow a similar format.

#### 3 Surname

A maximum number of 18 characters are allowed, left justified. Trailing blanks will be left where surnames do not use all allowable positions.

#### 4 Former Surname

This will be shown if it is recorded on the Undergraduate or Postgraduate record. The format of the field is as for "Surname" described in the previous item.

## 5 Sex

This is coded as

1 or M = Male

2 or F = Female

## 6 Subject

Codes are based on the common standard classification of academic subjects, adopted jointly by the UCCA, the UGC and USR in 1984. For a list of principal subjects see Section V Table 4, and for full details see the publication "Universities Standard Classification of Academic Subjects", obtainable from USR.

## 7 Domicile

This is defined as county or country of permanent home address, not the location of first destination, nor necessarily where the student has been living during his course. Students, and overseas students in particular, should not be regarded as having a permanent address at the university merely by virtue of their attendance.

7.1 For a student domiciled in the UK, county codes will be used - see Section V, Table 1.

7.2 For a student domiciled overseas, the DES country codes will be used - see Section V, Table 2.

Where the domicile shown on the Expected Graduates Muster differs from that in careers service records, the discrepancy should be resolved in consultation with the university registry who may need to amend the equivalent undergraduate or post-graduate return to USR.

## 8 Qualification obtained

The following codes are to be used

10 = First degree

11 = Second first degree

12 = Enhanced first degree (even if awarded with the title of a Master's Degree)

14 = Professional Teaching Qualifications at degree level obtained as a result of a course of Initial Teacher Training (B Ed or PGCE)

20 = First degree and first diploma awarded as a result of one course

60 = Master's degree

70 = Graduate Bachelors degree (B Phil, B Lit, etc)

80 = Ph D

9 Class of Degree

This field will only be coded for undergraduate records and will be left blank for high degree graduates. Codes are as follows

- 01 = First class honours
- 02 = Upper Second class honours
- 03 = Lower Second class honours
- 04 = Second class honours undivided
- 05 = Third class honours
- 06 = Fourth
- 07 = Unclassified honours
- 08 = Aegrotat
- 09 = Pass including pass degree awarded as a result of an honours degree course
- 10 = Ordinary
- 11 = General
- 12 = Enhanced first degree awarded with title of Master's degree

10 Primary Classification

This is a two-digit field, discussed in general in Section V, table 5, using codes which are listed in Section V, Table 6

11 Employment Category

This is a three-digit field. The codes are listed in Section V, Table 7, together with a detailed index

12 Type of Work

This is a three-digit field. The codes are listed in Section V, Table 8, together with a detailed index

13 Country of Destination

All those leaving the UK (ie, whose primary classification code is 31-33, 41-44 or 51) should have their overseas country of destination coded as in Section V, Table 2

All those remaining in the UK fall into one of two categories

Graduates of any UK university who move to a different country within the UK (ie where the country of destination differs from the country of the university) should be coded according to the country of destination as follows

England	949
Wales	579
Scotland	299
Northern Ireland	099
Isle of Man	595
Channel Isles	598
UK Country not known	599

Graduates who remain in the same UK country as their university may be coded in the same way, if, however, the field is left blank, USR will insert the appropriate code (derived from the country of university)

14 USR Coding Standards

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

15 Specification of USR tapes

Full technical details of USR tape specifications are available from USR in a separate document. The layouts of transactions used in this return are given in section VII

## Section V - Tables

Table 1  
UK County Codes

The following codes will be used to indicate county of residence for UK students

<u>English Counties</u>		Staffordshire	934
		Suffolk	935
Avon	901	Surrey	936
Bedfordshire	902	Warwickshire	937
Berkshire	903	West Sussex	938
Buckinghamshire	904	Wiltshire	939
Cambridgeshire	905	England - County not known	949
Cheshire	906		
Cleveland	907	Isles of Scilly	420
Cornwall	908		
Cumbria	909	Greater London - ILEA	427
Derbyshire	910		
Devon	911	<u>Greater London Boroughs</u>	
Dorset	912		
Durham	913	Barnet	302
East Sussex	914	Bexley	303
Essex	915	Brent	304
Gloucestershire	916	Bromley	305
Hampshire	917	Croydon	306
Hereford & Worcester	918	Ealing	307
Hertfordshire	919	Enfield	308
Humberside	920	Haringey	309
Isle of Wight	921	Harrow	310
Kent	922	Havering	311
Lancashire	923	Hillingdon	312
Leicestershire	924	Hounslow	313
Lincolnshire	925	Kingston-upon-Thames	314
Norfolk	926	Merton	315
North Yorkshire	927	Newham	316
Northamptonshire	928	Redbridge	317
Northumberland	929	Richmond-upon-Thames	318
Nottinghamshire	930	Sutton	319
Oxfordshire	931	Waltham Forest	320
Salop	932	Greater London Boroughs not known	
Somerset	933		329

West Midlands

Birmingham	330
Coventry	331
Dudley	332
Sandwell	333
Solihull	334
Walsall	335
Wolverhampton	336
West Midlands not known	339

Merseyside

Knowsley	340
Liverpool	341
St Helens	342
Sefton	343
Wirral	344
Merseyside not known	349

Greater Manchester

Bolton	350
Bury	351
Manchester	352
Oldham	353
Rochdale	354
Salford	355
Stockport	356
Tameside	357
Trafford	358
Wigan	359
Greater Manchester not known	369

South Yorkshire

Barnsley	370
Doncaster	371
Rotherham	372
Sheffield	373
South Yorkshire not known	379

West Yorkshire

Bradford	380
Calderdale	381
Kirklees	382
Leeds	383
Wakefield	384
West Yorkshire not known	389

Tyne and Wear

Gateshead	390
Newcastle-upon-Tyne	391
North Tyneside	392
South Tyneside	393
Sunderland	394
Tyne and Wear not known	399

Welsh Counties

Clwyd	570
Dyfed	571
Gwent	572
Gwynedd	573
Mid-Glamorgan	574
Powys	575
South Glamorgan	576
West Glamorgan	577
Wales - County not known	579

Scottish Regions & Districts

Highland Region

Caithness	211
Sutherland	212
Ross & Cromarty	213
Skye & Lochalsh	214
Lochaber	215
Inverness	216
Badenoch & Strathspey	217
Nairn	218
Not known	210

<u>Grampian Region</u>		Not known	270
Moray	221	<u>Strathclyde</u>	
Banff & Buchan	222		
Gordon	223	Argyll & Bute	281
Aberdeen City	224	Ayr	282
Kincardine & Deeside	225	Dunbarton	283
Not known	220	Glasgow	284
		Lanark	285
<u>Tayside Region</u>		Renfrew	286
		Not known	280
Angus	231		
Dundee City	232	<u>Dumfries &amp; Galloway</u>	
Perth & Kinross	233		
Not known	230	Wigtown	291
		Stewartry	292
<u>Fife Region</u>		Nithsdale	293
		Annandale & Eskdale	294
Kircaldy	241	Not known	290
North East Fife	242		
Dunfermline	243	Orkney	200
Not known	240	Shetland	201
		Western Isles	202
<u>Lothian Region</u>		Scottish Region not known	299
West Lothian	251	<u>Northern Ireland</u>	
Edinburgh City	252		
Midlothian	253	Belfast	001
East Lothian	254	Antrim	003
Not known	250	Down	004
		Armagh	005
<u>Borders Region</u>		Londonderry	006
		Tyrone	007
Tweeddale	261	Fermanagh	008
Ettrick & Lauderdale	262	Northern Ireland not known	099
Roxburgh	263		
Berwickshire	264	<u>Channel Isles and others</u>	
Not known	260		
		Alderney	592
<u>Central Region</u>		Guernsey	593
		Jersey	594
Clackmannan	271	Isle of Man	595
Stirling	272	Channel Isles not known	598
Falkirk	273	UK not known	599

Table 2 A  
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. Students 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

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Cameroon (United Repub of)	625	Ecuador	645
Canada	*626	Egypt	768
Canary Islands	751	Eire	676
Cape Verde Islands	788	El Salvador	646
Cayman Islands (Nat 000)	+789	Ellice Islands	*647
Celebes	673	Equatorial Guinea	790
Central African Republic	627	Eritrea	648
Ceuta	751	Estonia	772
Ceylon	*628	Ethiopia	648
Chad	629		
Chagos Archipelago (Nat 000)	+823	Faeroe Islands (Nat 641)	828
Chile	630	Falkland Islands (Nat 000)	+649
China (People's Republic)	631	Fiji	*650
China (Nationalist)	652	Finland	651
Christmas Island	*609	Formosa	652
Cocos Islands	*609	France - now excludes Monaco	653
Cokelau	*714	French Guiana (Nat 653)	791
Colombia	632	French Territory of the Afars and Issas	749
Comoros	804	French West Indies (Martinique, Guadeloupe) (Nat 653)	792
Congo (Democratic Republic) (former Belgian Congo )	633	French Polynesia including Tahiti (Nat 653)	822
Congo (People's Republic) (former Congolese Republic - Brazzaville)	634	French Possessions n e c (St Pierre & Miquelon, French Polynesia, Wallis & Futuna) (Nat 653)	822
Cook Island	*714	French Somaliland	749
Corfu	661	Fujairah	764
Costa Rica	635	Futuna (Wallis &) (Nat 653)	822
Crete	661		
Cuba	636	Gabon	654
Curacao (Dutch) (Nat 710)	637	Galapagos	645
Cyprus	*638	Gambia	*655
Czechoslovakia	639	Germany (Federal Republic of West Germany)	656
		Germany (Democratic Republic of East Germany)	657
Dahomey	640	Ghana	*658
Denmark - now excludes Greenland and Faeroes	641	Gibraltar (Nat 000)	+659
Diego Garcia (Nat 000)	+823	Gilbert Is	*660
Djibouti	749	Greece	661
Dominica	*642	Greenland (Nat 641)	828
Dominican Republic	643	Grenada	*662
Dubai	764	Grenadines	*738
Dutch Curacao (Nat 710)	637	Guadeloupe	792
Dutch Guiana	753	Guam	796
Dutch West Indies (Nat 710)	637	Guatemala	663
		Guiana (British)	*665
East Africa (Portuguese)	707		
East Germany	657		
East Timor	673		

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Guiana (Dutch)	753	Lao People's Republic	687
Guiana (French)	791	Laos	687
Guinea	664	Latvia	772
Guinea Bissau	802	Lebanon	688
Guinea (Equatorial)	790	Leeward Is (see note at end) - Use	
Guinea (Portuguese)	802	only if more precise code not	
Guinea (Spanish)	790	possible (Nat 000)	*689
Guyana	*665	Lesotho	*690
		Liberia	691
Haiti	666	Libya	692
Holland	710	Libyan Arab Republic	692
Holy See	678	Liechtenstein	827
Honduras	667	Lithuania	772
Honduras, British	*668	Luxembourg	693
Hong Kong (Nat 000)	+669		
Hungary	670	Macao (Nat 728)	694
		Madagascar	695
Iceland	671	Madeira	728
India	*672	Malagasy Republic	695
Indian Ocean Territories (British)		Malawi	*696
(Nat 000)	+823	Malaya (Nat 698)	*697
Indonesia includes Java, Maluku,		Malaysia (see note at end)	*698
South Borneo, Sumatra, Sulawesi,		Maldive Is	793
West Irian, Timor	673	Malı	699
Irian Barat	673	Malta	*700
Irian (West)	673	Maluku	673
Iran	674	Martinique (Nat 653)	792
Iraq	675	Mauritania	701
Ireland (Republic)	676	Mauritius	*702
Irish Republic	676	Mayotte (Nat 653)	821
Israel	677	Mexico	703
Italy - now excludes San Marino, but		Miquelon (St Pierre &) (Nat 653)	822
includes Vatican	678	Molluccas	673
Ivory Coast	679	Monaco	825
		Mongolia (Outer)	704
Jamaica	*680	Montserrat (Nat 000)	+705
Japan	681	Morocco	706
Java	673	Mozambique	707
Jordan	682	Muscat and Oman	708
Kampuchea, Democratic	624	Namibia	798
Keeling Islands	*609	Nauru	*805
Kenya	*683	Nepal	709
Khmer Republic	624	Netherlands	710
Kiribati	*660	Netherlands Antilles (Group - Aruba,	
Korea (North)	685	Bonaire, Curacao, St Eustatius, St	
Korea, Republic of (South Korea)	684	Martin (southern part), Saba) (Nat	
Kuwait	686	710)	637

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New Caledonia (Nat 000 or 653)	711	Russia (U S S R )	772
New Guinea	*723	Rwanda	734
New Hebrides	*713		
New Zealand	*714	St Eustatius (Nat 710)	637
Nicaragua	715	St Helena (incl deps) (Nat 000)	+735
Niger	716	St Kitts-Nevis - now excludes Anguilla	*736
Nigeria	*717	St Lucia	*737
North Borneo (Nat 698)	*739	St Martin (northern part) (Nat 653)	822
North Korea	685	St Martin (southern part) (Nat 710)	637
North Yemen	779	St Pierre and Miquelon (Nat 653)	822
Northern Rhodesia	*781	St Vincent	*738
Norway	718	Saba (Nat 710)	637
Nyasaland	*696	Sabah (Nat 698)	*739
		Sahara (West)	706
Oman	708	Salvador	646
Outer Mongolia	704	Samoa (American) (Nat 771)	796
		Samoa (Western)	*741
Pacific Territories (U S ) (Nat 771)	796	San Marino	826
Pakistan	721	Sao Tome & Principe	803
Panama	722	Sarawak (Nat 698)	*742
Papua New Guinea	*723	Saudi Arabia	743
Paraguay	724	Senegal	785
Persia	674	Senegambia	*655
Peru	725	Seychelles	*744
Philippines	726	Sharjah	764
Pitcairn (Nat 000)	+823	Siam	760
Poland	727	Sierra Leone	*745
Polynesia (French) (Nat 653)	822	Sikkim	*672
Portugal	728	Singapore	*746
Portuguese East Africa	707	Socotra	601
Portuguese West Africa (now separate codes 606 - Angola, 802 - Guinea Bissau, 803 - St Tome & Principe )		Solomon Islands	*747
Portuguese Guinea	802	Somali Democratic Republic	748
Portuguese Timor	673	Somaliland (French)	749
Principe (Sao Tome & )	803	South Africa	750
Puerto Rico (Nat 771)	730	South Borneo	673
		South Korea	684
Qatar	731	South-West Africa	798
		South Yemen	601
Ras as Kaimah	764	Southern Rhodesia	*732
Reunion (Nat 653)	795	Soviet Union	772
Rhodesia, Northern	*781	Spain	751
Rhodesia (Southern Rhodesia, now Zimbabwe)	*732	Spanish Guinea	790
Romania	733	Sri Lanka	628
Rumania	733	Sudan	752
		Sulawesi	673

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Sumatra	673	American Samoa, Trust Territories of Pacific)	796
Surinam	753	- Code formerly used for U S Samoa alone	
Swaziland	*754	U S S R	772
Sweden	755	Vanuatu	*713
Switzerland - now excludes Liechtenstein	756	Vatican City	678
Syrian Arab Republic	757	Venezuela	773
Tahiti (Nat 653)	822	Vietnam, Socialist Republic of	774
Taiwan	652	Virgin Is (U S ) (Nat 771)	800
Tanganyika	*759	Virgin Is (British) (Nat 000)	+776
Tangier	706	Wallis and Futuna (Nat 653)	822
Tanzania	*759	West Africa (Portuguese) - see Portuguese	
Tchad	629	West Germany	656
Thailand	760	West Indies (see note at end) - Use only if more precise code not possible	777
Tibet (China - once coded separately)	631	West Irian	673
Timor (all parts)	673	West Sahara	706
Togo	762	West Timor	673
Tonga	*784	Western Samoa	*741
Trinidad and Tobago	*763	Windward Is (see note at end) - Use only if more precise code not possible	778
Tristan da Cunha (Nat 000)	+735	Yemen (People's Democratic Republic - South Yemen)	601
Trucial States	764	Yugoslavia	780
Trust Territories of Pacific (U S ) (Nat 771)	796	Zaire	633
Tunisia	765	Zambia	*781
Turkey	766	Zanzibar	*759
Turks and Caicos Is (Nat 000)	+799	Zimbabwe	*732
Tuvalu	*647	Not known	782
Uganda	*767	Stateless	783
Umm al Qaiwan	764		
United Arab Emirates	764		
United Arab Republic	768		
United States	771		
Upper Volta	769		
Uruguay	770		
U.S A	771		
U S Pacific territories (Guam,			

**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 - B  
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. Students 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 obsolete - 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 Maldivé 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 Possessions 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  
University and College Codes

A complete set of codes are provided, including institutions which have now merged. Codes for these are indicated by \*, and may only be if the student is still recorded as graduating from one of the original component institutions

Aberdeen	0100	London - Wye	2419
Edinburgh	0200	London - Charing Cross & Westminster	
Glasgow	0300	M S	2420
St Andrews	0400	London - London Hospital M C	2423
Stirling	0500	London - Royal Free Hospital M S	2426
Strathclyde	0600	London - St Bartholomew's Hospital M S	
Dundee	0700		2427
Heriot Watt	0800	London - St George's Hospital M S	2428
Birmingham	1000	London - St Mary's Hospital M S	2429
Bristol	1100	London - United Med & Dental Schools	
Cambridge	1200	of Guy's & St Thomas's	
Durham	1300	Hospitals (UMDS)	2430
Newcastle	1400	London - Postgraduate Medical Federation	
East Anglia	1500		2433
Exeter	1600	London - Hygiene and Tropical Medicine	
Essex	1700		2434
Hull	1800	London - Inst of German Studies	2435
Kent at Canterbury	1900	London - Royal Veterinary College	2436
Leeds	2000	London - Inst of Commonwealth Studies	
Lancaster	2100		2437
Leicester	2200	London - Courtauld Institute	2439
Liverpool	2300	London - British Inst in Paris	2444
London - Inst of Advanced Legal Studies		London - Royal Holloway & Bedford	
	2401	College	2447
London - Inst of Education	2403	London - Royal Postgraduate M S	2461
London - Inst of Historical Research	2404	London - Heythrop	2480
London - Slavonic and E European		London - Goldsmiths'	2482
Studies	2405	Manchester	2500
London - Warburg Institute	2406	Nottingham	2600
London - Birkbeck	2408	Oxford	2700
London - Imperial	2409	Reading	2800
London - King's (KQC)	2410	Sheffield	2900
London - School of Economics	2412	Southampton	3000
London - Queen Mary	2413	Keele	3100
London - Oriental & African Studies	2415	Sussex	3200
London - Pharmacy	2416	Aberystwyth	3300
London - University College	2417	Bangor	3400
London - Westfield	2418	*Cardiff, University College	3500

University of Wales College of Cardiff		Salford	4800
3500		*University of Wales Inst of Science and	
Swansea	3600	Technology (UWIST)	4900
University of Wales College of Medicine		Warwick	5000
	3700	University of Manchester Inst of Science	
Lampeter	3800	and Technology (UMIST)	5100
Surrey	4000	York	5200
Aston	4100	London Business School	5500
Bradford	4200	Manchester Business School	5600
Bath	4300	Queen's University of Belfast	6600
Brunel	4400	Ulster	6800
Loughborough	4600		
City	4700		

Table 4

Titles of Principal Subjects by Group

Group A - Medicine and Dentistry

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

Group B - Subjects 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 subjects

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 social science)
C9	Other biological sciences

Group D - Agriculture and related subjects

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

Group F - Physical sciences

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

Group G - Mathematical sciences

- G1 Mathematics
- G4 Statistics
- G5 Computer studies
- G9 Other mathematical sciences

Groups H,J - Engineering and Technology

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

Group K - Architecture, Building and Planning

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

Groups L,M - Social studies

- L1 Economics
  
- L3 Sociology
- L4 Social Policy and Administration
- L5 Applied social work
- L6 Anthropology
- L7 Psychology (without significant element of biological science)
- L8 Geography (unless solely as a physical science)
  
- M1 Politics
  
- M3 Law
  
- M9 Other social studies

Group N - Business and Administrative studies

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

Group P - Mass communications and documentation

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

Groups O.R.T - Languages and related disciplines

- Q1 Linguistics
- Q2 Comparative literature
- Q3 English
- Q4 American studies
- Q5 Celtic languages
- Q6 Latin
- Q7 Classical Greek
- Q8 Classics
- Q9 Other ancient languages
  
- R1 French
- R2 German
- R3 Italian
- R4 Spanish
- R5 Portuguese
- R6 Latin American languages
- R7 Scandinavian languages
- R8 Russian
  
- T1 Slavonic and East-European languages
- T2 Other European languages
- T3 Chinese
- T4 Japanese
- T5 Other Asian languages
- T6 Modern Middle-Eastern languages
- T7 African languages
- T9 Other or unspecified modern languages

Group V - Humanities

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

Group W - Creative Arts

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

Group X - Education

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

Group Y - Combined and general courses not otherwise classified

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

Table 5

General Principles and Guidelines  
for Collecting and Coding  
First Destination Record (FDR) Information

A - General Principles

1 Who is Included ? - What information

We are seeking information relevant to graduates who appear on a pass list for a higher degree in the academic year ending 30 September. We are trying to record what firm arrangements they have made by 31 December for employment, further study or training, to start not later than 31 March following the end of the academic year of their appearance in a pass list. We are not trying to record intentions which have no firm basis. For each graduate we record a Primary Classification, which also includes two categories which apply to those with no known arrangement "No employment/study/training" or "No/insufficient information". Certain categories will also require additional information in the form of "employer", "type of work" and "location".

In the case of higher degree graduates we record the first arrangement on leaving the university, which may be different from that after the award of their degree.

2 Questions to ask

If all universities ask similar questions there is a greater possibility that there will be uniformity of interpretation by graduates and coders alike. In order to make this possible a list of standard questions (the core questionnaire) is attached, together with a list of other questions which some institutions may wish to ask. It is important that the core questions should be used in the order suggested, but it is appreciated that each institution may wish to produce its own accompanying letter and other parts of the enquiry.

3 Future Firm Arrangements

A firm offer of employment, study or training which has been accepted before 31 December should be coded provided the start date is before 31 March following the end of the academic year of graduation. If more than one arrangement has been made before 31 December, then the arrangement which it will be appropriate to code will be that one which takes the graduate furthest along the normal path from a degree to employment, a path which may include short term employment and full-time vocational study or training.

If one of the arrangements is for a further primary degree or for a higher degree, then the appropriate primary classification for further full-time academic study should be used and no further enquiries made. This is because the first destination information will be collected when that degree course is completed, irrespective of any other arrangements.

#### 4 Short-Term Employment

This is defined as employment expected to cease within three months, whether the termination is expected from the employer or the employed. If the three-month period ends before 31 December, it will be necessary to make further enquiries of the graduate (see Items 14 and 16 on following pages)

#### 5 Consistency

The intention is that the statistics produced should be consistent both between universities and within universities from year to year. Any queries relating to the interpretation of the general intention of the following notes should be addressed in the first instance to USR, for reference to the AGCAS Statistics Committee

### Guidelines for Collection of Information

#### 6 Records System

It is important to have a good record-keeping system

#### 7 Compiling Lists

A record should be compiled of those who are expected to appear in a pass list for first or higher degrees during the appropriate academic year. This may be from the Expected Graduates Muster (EGM) supplied by USR or from internally produced lists. Those who proceed for a further period of study to convert pass degrees into honours, unclassified into classified or to continue medical, dental or veterinary study in the same university should not be included in the return. In the case of some higher degree graduates it may not be possible to compile a record before their names appear in a pass list, in which case some other control system may be required to be devised to meet local needs

#### 8 Addresses

It should be remembered that an address may be required for contact after the graduate has left university

#### 9 Timing of Enquiries

Students should be contacted as near as possible to the end of the university course or appearance of their names on a pass list

#### 10 Postgraduate Research Degrees

Postgraduate students aiming at a research degree present a special problem because the end of their period of research, the date of submission of a thesis and the award of a higher degree are usually three quite distinct times, separated sometimes by years. Ideally, they could be contacted as soon as it is discovered that they have finished their research. It will then be necessary to keep any information recorded in store until the people concerned appear on a pass list. It

is recognised that, in many cases, this may not be practicable and the first contact will have to be made when the name appears on a pass list. Information should however, relate to the time of which they left the university rather than to their later career.

#### 11 Insufficient Information

Those who do not reply to initial enquiries should, of course, be contacted again. Some of those who do reply may give insufficient information for final processing. Those in employment expected to cease within three months must be contacted again. It may also be that those who have replied to the questionnaire, claiming that none of the categories adequately describes their situation, will need to be approached again. The number of further enquiries will depend upon locally available resources, but it is suggested that twice more would be sufficient with reasonable intervals between enquiries. Late October and again in December might be ideal. It is very important that the final contact be as close as possible to 31 December, but in any event after 31 October. Experience has shown that replies are more likely if a business prepaid envelope is enclosed when the enquiry is to an address outside the university.

#### 12 Pass List

The lists of students expected to complete the course should be checked against the pass lists. Any student who does not appear on a pass list in the academic year in question must not be included in the final return.

#### 13 Sources of Information

It should be remembered that it will rarely be possible to obtain a one hundred percent response to enquiries and that, subject to the views of individual institutions, it is reasonable to use the best information available, eg from academic departments, parents and employers.

### Guidelines for Coding

#### 14 Multiple Arrangements

It is possible for the first destination information received at different times to fall into different classifications. To assist in deciding which primary classification code should be used, it should be remembered that the statistics are intended to show the firm arrangements nearest to employment (other than short-term employment) which are made by graduates before 31 December and which are due to start by 31 March following the end of the academic year. For this purpose, employment is considered further along the path than short-term employment. Study aimed at a further primary or higher degree, for which first destination information will be collected at a later date, will be recorded irrespective of any other arrangements made.

If a graduate is undertaking full-time study other than for a degree but is in receipt of a salary from an employer, the appropriate employment code should be used.

## 15 Recording Information

Once a graduate gives information that full-time study or employment (other than short term) due to start before 31 March has been accepted, then the appropriate code for this should be recorded and no further enquiries need be made. Similarly, no further enquiries need be made in respect of overseas graduates leaving the UK, and those graduates who are "not available"

## 16 Following-Up Enquiries

The following should receive at least one follow-up enquiry, the last one being after 31 October

16.1 Those in short-term employment expected to terminate before 31 December

16.2 Those with no employment, study, training arranged

16.3 Those about whom information was incomplete or in some way unsatisfactory

If they do reply, then they will be coded appropriately to the response, if there is no response to an enquiry after 31 October then they will be coded "no/insufficient information"

## 17 Coding System

The above instructions should produce information on all those students whose names appear on a pass list relating to the academic year in question and who are to be included in the FDR (whether on fixed length courses or doing research). The information must be coded for Primary Classification, and, where appropriate, for Employer category, Type of Work, and overseas Location (also "other UK Country" for all universities). Section V contains the Core Questionnaire - immediately following these notes - and three sets of codes - Primary Classification (Table 6), Employer Category (Table 7) and Type of Work (Table 8). The Core Questionnaire contains questions which should be asked and is accompanied by a supplementary list of non-essential questions which might be of interest. The Primary Classification codes have instructions and explanations to help you to use them, the Employer Category and Type of Work codes have indexes which should be of assistance.

## 18 Help With Difficulties

Any queries relating to difficulties in coding should be addressed in the first instance to USR, for reference to the AGCAS Statistics Committee.

CORE QUESTIONNAIRE

Notes

- i) Please complete all sections 1 - 5 which are applicable to you
- ii) If you have accepted employment preceded by a period of Study/Training please complete both sections 1 and 2
- iii) Overseas students should complete sections 1 - 3 where possible, in addition to section 4

1 EMPLOYMENT

- 11 I have accepted employment starting on
- 12 I am remaining with my employer having taken a part-time degree/returning to my previous employer after leave of absence or secondment (with or without pay)

For 11 or 12 please complete details as follows

NAME OF EMPLOYER

LOCATION OF POST

EMPLOYER'S BUSINESS AT THAT LOCATION

JOB TITLE (eg development scientist, cost accountant, production assistant, computer programmer, driver, labourer) and brief description of type of work

- 13 I expect this employment to cease or I intend to leave it within three months

---

2 STUDY/TRAINING

- I have arranged research, study or training starting on

NAME AND LOCATION OF INSTITUTION

QUALIFICATION SOUGHT (eg PhD, PGCE, Diploma)

If this study/training is generally regarded as vocational, please state the type of work you intend to do

---

3 NO EMPLOYMENT/STUDY/TRAINING ARRANGED

- 31 I am unemployed and have no employment/study/training arranged
- 32 I am not available for employment/study/training (please state why)

---

4 OVERSEAS STUDENTS

I am an overseas student leaving the UK and going to (country)

---

5 OTHER

If the above statements do not adequately describe your position, please give further details

\* Tick boxes as appropriate

## Questions not Incorporated in Core Information

Nationality

Country of origin (for naturalised persons)

County within UK

College/Institute (if applicable)

Date of award/graduation/completion/leaving

Sponsorship only covered under employment

Definition of sponsorship may need further discussion

Principal qualifications aimed at while in employment

Salary (including allowances)

Status of respondent (ie, whether full-time or sandwich, whether college or industry based)

Age

Identification number

Teacher training details

Name of employing school

Details of voluntary service, particularly overseas

Contact with employers (how first made)

General survey of CAS activities

Offer of help and request for vacancy list

Mutual aid (other services)

### Subjects mentioned in covering letter

A requirement by UGC

The importance of accurate data to fellow students

The confidentiality of returns

**Table 6**  
**Primary Classification**

The following are the categories in the Primary Classification system. The columns of codes give the primary classification codes, depending on destination, with indications of the other codes which need to be included. "E" denotes "Employer" (table 7), "W" denotes "Type of Work" (table 8), "(W)" denotes specific types of work used in coding "Vocational study or Training" (Annexe 2 to this table), "L" denotes geographic location (table 2), "(L)" denotes the UK country of destination for graduates of all UK universities (see section IV, para 13, page 13). For guidance, see explanatory notes on page 42.

**1 EMPLOYMENT, STUDY/TRAINING**

	U K Destination			Overseas Destination				
<b>1 1 Employment</b>								
Entering Employment	11	E	W	(L)	31	E	W	L
Remaining with or returning to Previous Employer	12	E	W	(L)	32	E	W	L
Short-Term Employment	13	E	W	(L)	33	E	W	L
<b>1 2 Study/Training</b>								
Post-Doctoral	21	-	-	-	41	-	-	L
For Higher Degree	22	-	(W)	(L)	42	-	(W)	L
For Primary Degree	23	-	(W)	(L)	43	-	(W)	L
Other than for a Degree	24	-	(W)	(L)	44	-	(W)	L

**2 OTHER ARRANGEMENTS**

<u>2 1 Overseas Students leaving the U.K.</u>	51	-	-	L				
<u>2 2 Not available for employment</u>	61	-	-	-				
Pre-Planned course (ie fixed offer or acceptance of a place)	62	-	-	-				
Portfolio Preparation	63	-	-	-				
Time Out	64	-	-	-				
Pregnancy/Maternity/ Paternity	65	-	-	-				
Age	66	-	-	-				
Health	67	-	-	-				
Other (including Death)	68	-	-	-				

3 NO KNOWN ARRANGEMENTS

3 1 No Employment/Study/Training

81 - - -

3 2 No. or Insufficient. Information

91 - - -

**Primary Classification - Explanatory Notes**

**1 EMPLOYMENT/STUDY/TRAINING**

Such as to have started by 31 March following the end of the academic year of graduation

Note A significant proportion of graduates can now be considered to have two First Destinations, eg those undertaking part time study while at the same time financing that study by part-time work. Because only one primary classification is recorded, it is necessary to identify a primary and a secondary activity, with the aim of recording the primary activity - that which takes the graduate farthest along the normal path from graduation to employment.

**1.1 Employment**

**Entering Employment**

**UK destination. Code as 11 and add employer and type of work code**

For graduates who either have accepted an offer of employment or are joining an employer by whom they were sponsored by means of a grant settlement

They must not expect this employment to cease within three months (see Short-Term employment below)

**Overseas destination. Code as 31 and add employer, type of work and location codes**

To be used for UK domiciled persons who are working exclusively overseas or who expect to spend the major part of their time based abroad

**Remaining with or Returning to Previous Employer**

**UK Destination. Code as 12 and add employer and type of work codes**

For graduates who have either taken degrees part-time whilst in employment or have been on leave from an employer while on a full-time course and who are returning to that employer on completion of the course

**Overseas Destination. Code as 32 and add employer, type of work and location codes**

For UK-domiciled graduates who are working exclusively overseas, or who expect to spend the major part of their time abroad

Short-Term Employment

**UK Destination. Code as 13 and add employer category and type of work**

For graduates with employment arranged which is of three months or less duration and which is due to terminate after 31 December but not later than 31 March

Note Any graduate who states that employment is due to terminate within three months and before 31 December should be sent a further enquiry after 31 October

**Overseas Destination Code as 33 and add employer category, type of work and location codes.**

1.2 Study/Training

Post-Doctoral

**UK Destination. Code as 21**

For graduates with PhDs who remain at or return to university to do further research

Those graduates obtaining permanent posts, eg lectureships, should be coded as entering employment

**Overseas Destination. Code as 41 and add location code**

The overseas destination code is to be used **only** for persons domiciled in the UK

Vocational Courses

Some higher degree, primary degree and other courses are vocational. In these instances, in addition to the code indicated below, add the appropriate type of work code, ie the type of work for which the course has a recognised relevance

For Higher Degree

**UK Destination. Code as 22**

For graduates who are taking a higher degree for the first time or who are taking another higher degree

Where higher degree study is combined with employment (whether full-time or part-time), the degree study should be coded

**Overseas Destinations. Code as 42 and add location code**

The overseas destination code is to be used **only** for persons domiciled in the UK

If the course is recognised as vocational, add type of work code (see above)

**For Primary Degree**

**UK Destination. Code as 23**

For graduates who are taking another primary degree in a different subject

**Overseas Destination. Code as 43 and add location code**

The overseas destination code is to be used **only** for persons domiciled in the UK

If the course is recognised as vocational, add type of work code (see above)

**Other than for a degree**

**UK Destination. Code as 24**

For graduates who, while not in employment, are taking courses other than for a degree - whether or not they lead to some other formal qualification

**Overseas Destination Code as 44 and add location code**

The overseas destination code is to be used **only** for persons domiciled in the UK

If the course is recognised as vocational, add type of work code (see above)

**1 OTHER ARRANGEMENTS**

**1.1 Overseas Students leaving the UK**

**Overseas Destination. Code as 51 and add location code**

Only for students shown on the Expected Graduate Muster (EGM) or in university administrative records as having an overseas domicile

If the graduate implies that he or she has an overseas domicile, but a UK domicile is shown on the EGM, check with the USR undergraduate or postgraduate correspondent for your university, as appropriate (see note to section IV, para 7, page 11)

2 2 Not available

There are a variety of reasons why a graduate is not available to take up further study or employment, and this classification has been expanded to allow greater definition of some of these reasons. Most of these codes are self-explanatory (see list on page 40), but the following notes may be helpful

**Code as 61:**

For any graduate who simply states "not available" without giving details

**Code as 62:**

For those graduates who have a fixed offer of a job, or of a place on a course, to which they are firmly committed, and which starts after 31 March of the year following graduation (For any job or course starting before this, the appropriate Employment or Study/Training code should be used)

**Code as 63:**

For those graduates (principally in Art and Design) who are not eligible for employment until a portfolio of work has been produced

**Codes 64 to 68.**

Self-explanatory

3 NO KNOWN ARRANGEMENT

3 1 No Employment/Study/Training Arranged

**Code as 81**

For graduates who are available for employment or study in the UK and who have no firm arrangement to start employment or training before 31 March following the end of the academic year of graduation

3 2 No or Insufficient Information

**Code as 91**

For graduates about whom nothing is known, or on whom information is insufficient to allow complete coding. In the case of those in employment, it is permissible to encode either employer or type of work a "unknown", but if neither is known then the graduate **must** be coded as 91

Table 7

**Employer Category**

The Employer Category classification has been arranged with a three-tier coding structure comprising -

**INDIVIDUAL CODES - SUBGROUP CODES - GROUP CODES**

For example, a University as an employer would be coded 141 within the Subgroup "140 Educational Institutions, under the Group 100 Public and General Services"

It follows that individual codes should be used wherever possible. In the case of overlap, or in the absence of a suitable individual code, a subgroup or, if necessary, a group code may be used

Following the general classification, there is an index which identifies a large number of known employers of graduates. This includes some company titles known to be obsolete, but which might arise in replies received. Any queries relating to difficulties in coding should be addressed in the first instance to USR for reference to the AGCAS Statistics Committee. This will help to achieve standardisation and to highlight any common difficulties

<b>PUBLIC AND GENERAL SERVICES</b>	100
<b>International Organisations</b>	110
<b>Central Government</b>	120
Civil Service	121
Armed Forces	122
<b>Local Government</b>	130
<b>Educational Institutions</b>	140
Universities	141
Polytechnics, Scottish Central Institutions and Colleges of Higher Education	142
Technical Colleges and other places of further or higher education	143
Maintained Schools (public sector)	144
Non-maintained (independent) Schools	145
<b>Other Public and Voluntary Bodies</b>	150
Police	151
Fire Service	152
Probation Service	153
Health Authorities	154
New Town Development Corporations	155
Other Publicly Funded Bodies, eg British Council	156
Religious, Voluntary, Charitable Organisations	157

<b>MANUFACTURING AND ALLIED INDUSTRIES AND SERVICES</b>	<b>200</b>
<b>Agriculture, Horticulture, Forestry and Fisheries</b>	<b>210</b>
Agriculture	211
Horticulture	212
Forestry	213
Fisheries	214
<b>Civil Engineering Contractors, Consultants, Architects, Builders</b>	<b>220</b>
Civil Engineering Contractors Builders	221
Consultant Civil Engineers	222
Architects	223
Surveyors (excluding Estate Agents)	224
Quantity Surveyors	225
<b>Oil Mining and Extractive Industries</b>	<b>230</b>
Oil Companies	231
Oil Drilling/Well Logging Companies	232
Geophysical Services (Oil Industry)	233
Mining (including British Coal)	234
Quarrying Clay, Sand and Gravel	235
<b>Chemical and Allied Industries</b>	<b>240</b>
Chemical Manufacturers	241
Pharmaceuticals	242
Agricultural Chemicals	243
Photographic Materials	244
Toiletries, Detergents	245
Plastics, Fibres, Synthetic Rubber	246
Paints, Surface Coatings Adhesives	247
<b>Engineering And Allied Industries</b>	<b>250</b>
Iron and Steel	251
Other Metal Processing and Manufacturing	251
Automotive	253
Aircraft, Aerospace	254
Ship Builders, Repairers and Technical Consultants	255
Electronics, Instrumentation	256
Computer Manufacturers	257
Mechanical/Electrical/Nuclear Engineering Manufacturers	258
Heavy Construction Engineers	259
<b>Food, Drink and Tobacco</b>	<b>260</b>
Food	261
Drink	262
Tobacco	263
<b>Other Manufacturing Industries</b>	<b>270</b>
Textiles	271
Leather	272
Rubber	273
Furniture and Timber	274
Clothing and Footwear	275
Bricks, Pottery, Glass Cement	276
Paper, Paper Products and Printing	277

<b>Gas, Electricity, Water, Atomic Energy</b>	280
Gas	281
Electricity	282
Water	283
Atomic Energy	284
<b>Miscellaneous Industrial Services</b>	290
Research Companies/Associations (not related to any specific industry)	291
Engineering Consultants and Contractors (excluding civil)	292
Geological and Geophysical Services (excluding oil industry)	293
<b>PROFESSIONAL, COMMERCIAL &amp; ALLIED SERVICES</b>	300
<b>Financial</b>	310
Accountants (private practice)	311
Banks	312
Building Societies	313
Insurance	314
Stockbrokers/Dealers/Market Makers	315
Commodity Traders	316
<b>Legal</b>	320
Solicitors (private practice)	321
Barristers Chambers	322
Patent Trade Mark Agents	323
<b>Health (private practice)</b>	330
Medical	331
Dental	332
Veterinary	333
<b>Consultants</b>	340
Actuarial	341
Computer	342
Management	343
Financial	344
Public Relations	345
Recruitment	346
Design	347
<b>Transport and Communications</b>	350
Railways	351
Road Passenger	352
Road Haulage	353
Sea Transport	354
Port and Inland Water Transport	355
Air Transport	356
Travel and Transport Agencies	357
Postal and Telecommunications Services	358
<b>Entertainment, Leisure</b>	360
Radio, Television	361
Cinema, Theatre, Music	362
Leisure (including Sport, Fitness etc)	363

*If in doubt, see Index*

*Employer Category*

<b>Other Professional/Commercial</b>	370
Advertising, Market Research	371
Retail (including Mail Order)	372
Wholesale, Warehousing	373
- (code no longer used, now 316) -	374
Hotels, Catering	375
Auctioneers, Land and Estate Agents	376
Professional & Employer Associations	377
Newspaper/Magazine Publishers	378
Book and Other Publishers	379
<b>SELF-EMPLOYED</b>	081
<b>UNKNOWN</b>	091

This Code may *only* be used if the Type of Work *is known*

## Index of Employers

(a) Employers whose functions are clearly indicated by their titles (eg many banks, insurance companies) are not included in the index

(b) Employers listed with an asterisk (\*) are those for which it is impossible to give one code which covers all their diverse activities. A code should be used appropriate to the individual operating company. As a last resort a group code may be used. An asterisk should NOT, of course, be used in the return made to USR.

(c) Research Associations and similar bodies should be coded according to the industries they serve. Research bodies not related to a specific industry should be coded 291.

(d) An attempt has been made to index employers under more than one keyword where appropriate eg Eli Lilly in both E and L. This is not complete if an employer is not under the word which seems obvious, try a second component of the name.

(e) It is likely that there will be gaps in this index. Any queries relating to difficulties in coding should be addressed in the first instance to USR, for reference to the AGCAS Statistics Committee. This will help to achieve standardisation and also enable additions to be made in future years.

A B Electronic Products Group	256	A M TeC Advanced Manufacturing	258
A C I Plascoat International	246	A M T R I Advanced Manufacturing	258
A C I S International Appls	234	A N Z Merchant Bank	315
A C S Coffee Service	373	A P V Holdings	258
A D International Dental Group	270	A P V International	258
A F R C Institute of Engineering			259
Research	211		292
A D P Network Services	342	A P V Hall International	258
A E	252	A R A Catering & Vending Service	372
	253		375
	258	A R C Eastern	235
A E I Cables	252		276
A F A - Minerva	258	A R C - Southern Region	235
A F R C Agriculture & Food Research			276
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A F R C Institute of Engineering		A S D	373
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A G B Consumer Research	371	A I M	342
A G B Research	371	Abba Consultants (Automation)	342
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A M I Health Care	330	Abel & Imray	323
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Adamson & Hatchelt	259	Alvis	253
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Advance Services Group	290	Amersham International	241
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Aeronautical & General Instruments	256	Amoco (UK)	231
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Akzo Chemie (UK)	241	Analog Devices	256
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	375		292
Vauxhall Motors	253	Ward Blenkinsop	242
Vetco Offshore	233	Warner Holidays	357
Vickers	253	Warner-Lambert Group	270
	255	Warren Point	342
	256	Warwick International Chemicals Division	
	258		241
Vickers Marine Controls	256	Warwickshire County Council	130
Vickers Offshore Engineering	255	Water All Water Authorities	
Vickers Shipbuilding & Engineering	255	eg	
Vickers, Da Costa	315	Anghian Water Authority	283
Victor Products	258	Severn-Trent Water Authority	283
Videcom	256	Thames Water Authority	283
Viney Merretts	311	National Water Council	283
Vinten Instruments	256	Water Research Centre Processes	283
Vita Salford	246	H L Waterman & Partners	222
	273	Watkins-Johnson	256

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Watney Mann & Trumann Brewers	262	J D White	290
Watson Hawksley	222	White Fish Authority	156
R Watson & Sons	341	White Withers	311
Waverley District Council	130	Whitcroft	*
Weatherford Lamb	233	White Wagborn	342
Weatherford (UK)	233	Whittaker London	311
Webb, Hanson, Bullivant	311	Wigan Metropolitan Borough Council	130
Wedd Durlacher & Mordaunt	315	Wigfalls	372
Josiah Wedgewood & Sons	276	Wiggin Alloys	252
George Weidenfield & Nicholson	379	Wiggins Teape Group	277
Weir Electronics	256	Wilde Sapie	321
Weir Pumps	*	Wilkins Kennedy	311
	258	Wilkinson Kimbers & Straddon	321
Welch Margetson	275	Wilkinson Match	270
Welding Institute	250	Williams & Glyn's Bank	312
Wellcome Foundation	242	Williams Lea Group	277
Wellman	258	James Williamson & Partners	221
Wellman Engineering Corporation	258	Sir Owen Williams & Partners	222
Wells Fargo	312	Septimus Willis & Partners	221
Wells-Krautkramer	256	Willis Faber	314
Wellworth	253	John Willmott Group	221
Wellworthy	253	Wilson Green Gibbs	311
Wesleyan & General Assurance	314	Wilson de Zouche & McKenzie	311
Wessex Regional Health Authority	154	George Wimpey Group	221
West Essex Health Authority	154	Wimpey Labs	222
West Executive Recruitment	370	Wimpy International	375
West Geophysical - America	233	Wincanton Group	258
West Geophysical	233		353
West Glamorgan County Council	130		370
West Midlands Fire Service	152		372
West Midlands MIND	157	Winged Fellowship Trust	157
West Sussex County Council	130	Wira Research & Services	271
West Yorkshire Metropolitan County Council	130	Wirral Borough Council	130
		Wolseley	258
Westbury Schotness	311		373
Western Atlas Wireline Service	233	Wolverhampton & Dudley Brewery	262
Western Isles Health Board	154	Women's Royal Air Force	122
Westinghouse Brake & Signal	256	Women's Royal Army Corps	122
Westland (Aircraft)	254	Women's Royal Naval Service	122
Westland Helicopters	254	John Wood Group	232
Westminster Dredging	211		292
Westminster Press	378	Woodland Consultancy Service	370
West's Piling & Construction	221	Woods of Colchester	258
Wheawill & Sudworth	311	Wood-Mackenzie	315
Whessoe	259	Woodall-Duckham	292
Whitbread - Breweries/Distillers	262	Woodspring District Council	130
Whitbread - Licensed Houses/Hotels	375	Woolcott	370
		F W Woolworth	372

*Index of Employers*

Wootton Jeffreys	342	Association)	157
Worcester Engineering	258	Y W C A (Young Women s Christian	
Workers' Educational Association	157	Association)	157
Working Weekends on Organic Farms		Y-ARD	292
	157	Yarrow (Shipbuilders)	255
World Records	360	Yasuda Trust & Banking	312
Worthington Simpson	258	York International	258
Wragby Plastics	246	Yorkshire Bank	312
Wyatt (UK)	341	Yorkshire Chemicals	241
Wycliffe Bible Translators	157	Yorkshire General Life	314
Wyeth Labs	242	Yorkshire Post Newspapers	378
Wyko Group	258	Young & Rubicam	371
Xenotron	258	Zambia Appointments Division	377
		Zenith Carburetter	253
Y M C A (Young Men's Christian		Zurich Life Assurance	314

*If in doubt, see Index*

**Table 8**  
**Type of Work**

The Type of Work classification has been arranged with a three-tier coding structure comprising

INDIVIDUAL CODES - SUBGROUPS - GROUP CODES

For example, market research as a type of work would be coded 435 within the Subgroup '430 - Buying, Marketing, Selling', under the Group "400 Management and Supporting Occupations"

It follows that individual codes should be used wherever possible. In the case of overlap or in the absence of a suitable individual code, a subgroup code or, if necessary, a group code should be used.

It should be noted that trainees - including engineering graduate or postgraduate apprentices - should be coded according to the function for which they are being trained. The only exception is in the case of graduates entering non-specific general traineeships, who should be coded 400.

Following the general classification, there is an index which identifies a large number of types of work. Any queries relating to difficulties in coding should be addressed in the first instance to USR, for reference to the AGCAS Statistics Committee. This will help to achieve standardisation and to highlight any common difficulties.

<b>MANAGEMENT AND SUPPORTING OCCUPATIONS</b>	<b>400</b>
<b>Administration, Operational Management</b>	<b>410</b>
General Administration (including executive secretarial)	411
Production Management	412
Transport, Distribution Management	413
Farming, Fishing	414
Estate or Property Management	415
Hotel, Catering, Amenity Management	416
<b>Personnel</b>	<b>420</b>

*If in doubt, see Index*

*Type of Work*

<b>Buying, Marketing, Selling</b>	430
Purchasing	431
Selling	432
Combined Buying and Selling	433
Marketing	434
Market Research	435
Advertising - Account Executive	436
Advertising - Copywriter	437
Media Planner	438
Public Relations, Promotional	439
<b>Management Services</b>	440
Operational Research	441
Systems Analysis	442
Computer Programming	443
Data Processing	444
Organisation and Methods, Work Study	445
Management Consultancy	446
Software Design/Development	447
Corporate Planning	448
<b>Economic, Statistical and Related</b>	450
Economist	451
Statistician	452
<b>Financial</b>	460
Accountancy	461
Banking (General)	462
Actuarial	463
Insurance Underwriting/Broking	464
Investment Analysis/Research/Management	465
Stockbroking/Dealing	466
Tax	467
Valuation/Assessing	468
Property Management (including general practice surveying)	469
<b>Legal</b>	470
Barrister	471
Solicitor	472
Trusts	473
Patent Agent/Examiner	474
Company Secretary	475

*If in doubt, see Index*

*Type of Work*

**SCIENTIFIC, ENGINEERING, TECHNOLOGICAL AND ENVIRONMENTAL 500**

**Codes in subgroup 510 no longer used - see 520**

<b>Scientific and Engineering</b>	520
Research/Development	521
Design/Development	522
Technical Advisory/Consultancy	523
Production/Process Engineering	524
Technical/Project Management	525
Scientific Computer Programming	526
<b>Technological (when not classified according to function)</b>	530
<b>Aircraft and Ships Officers</b>	540
Flight Deck/Ships Officers	541
Air Traffic Planning/Navigational Control	542
<b>Environmental Planning, Construction</b>	550
Architecture	551
Landscape Architecture	552
Town and Country Planning	553
Surveying, Cartography	554
Civil Engineering	555
Quantity Surveying	556
Building Surveying	557
<b>Scientific, Engineering, Technological, Environmental - Support</b>	560
Draughtsman	561
Scientific Laboratory Technician	562
Engineering Technical Support	563
Environmental Planning Support	564

<b>EDUCATION, WELFARE, HEALTH, SECURITY, PROTECTION</b>	<b>600</b>
<b>Teaching, Lecturing</b>	<b>610</b>
Primary level (including nursery teaching)	611
Middle-school level	612
Secondary level	613
Sixth-form college level	614
Teaching in a special school	615
Further education level (non-advanced)	616
Further education level (advanced)	617
Degree level	618
TEFL	619
<b>Social, Welfare, Religious</b>	<b>620</b>
Social/Welfare	621
Pastoral	622
Psychology	623
Occupational Guidance	624
<b>Medical and Para-Medical Services</b>	<b>630</b>
Medicine	631
Dentistry	632
Nursing	633
Pharmacy	634
Optical	635
Physio - Occupational, Speech and Other Therapy	636
<b>Veterinary Medicine</b>	<b>640</b>
<b>Security, Protection</b>	<b>650</b>
Police	651
Fire Service	652
Consumer Protection, Environmental Health, Safety	653
Security	654

<b>INFORMATION AND NON-SCIENTIFIC RESEARCH</b>	<b>700</b>
<b>Information Services</b>	<b>710</b>
Technical Writing, Abstracting	711
Translating, Interpreting	712
<b>Library/Museum/Art Gallery/Archives</b>	<b>720</b>
Librarian	721
Archivist	722
Museum/Art Gallery	723
<b>Non-Scientific Research</b>	<b>730</b>
<b>CREATIVE/ENTERTAINMENT</b>	<b>800</b>
<b>Creative Writing</b>	<b>810</b>
Journalism	811
Editorial	812
<b>Art, Sculpture, Design</b>	<b>820</b>
Fine Art (painting, sculpture, printmaking)	821
Two-dimensional design (graphic design, illustration, photography, film & video)	822
Fashion and Textiles	823
Three-dimensional design - material or product based design (ceramics, furniture, silversmithing, jewellery, etc, but <b>NOT</b> industrial design)	824
Three-dimensional design -environmental (interior, theatre, set, exhibition)	825
<b>Acting, Music, Sport</b>	<b>830</b>
<b>Broadcasting/Stage/Film Production</b>	<b>840</b>

*If in doubt, see Index*

*Type of Work*

**NON-PROFESSIONAL AND NON-MANAGEMENT  
OCCUPATIONS** 900

**Manual - Making, Repairing, Processing, Growing** 910

**Storing, Transport Operating** 920

**Clerical, Secretarial and Related** 930

**Miscellaneous Services** 940

**UNKNOWN** 091

This code may *only* be used if the Employer Category *is known*

## Type of Work Index

Abstracting	711	Architectural work	551
Academic research - see research		Archive work	722
Account executive (advertising)	436	Armed forces officer	
Accountancy - chartered	461	- dental	632
Accountancy - other	461	- education	610
Acting	830	- engineering	520
Actuarial	463	- flying	541
Administration - general/non-specialist (including civil service)	411	- medical	631
Aeronautical engineering - by function		- ships	541
Advisory - economic	451	- other specialist - by function	
Advisory - sales	432	- non-specialist	650
Advisory - statistical	452	Armed forces, other ranks, specialist - by function	
Agent - estate (management)	415	Armed forces, other ranks - non- specialist	650
Agent - estate (sales)	430	Art gallery work	723
Agent - land	415	Articled clerks - accountant	461
Agent - patent	474	Articled clerks - solicitor	472
Agent - political party	411	Artists	821
Agent - trademark	474	Arts administration	411
Agricultural labour	910	Auctioneering	430
Agricultural surveying/land agency	415	Auditing	461
Agricultural work		au pair	940
- management	414	Author -	810
- advisory	523	Author - technical	711
- research	521	Average adjusting	468
Air hostess/steward	940		
Air traffic controller	542	Banking - use specific codes where appropriate, but	
Amenity management	416	- general	462
Analysis		- trustee work	473
- financial	461	Barman, barmaid	940
- investment	465	Barrister	471
- market	435	Beautician	940
- operational	441	Biometrician	560
- routine scientific	562	Book-keeping	930
- systems	442	Book selling	432
Anthropology	730	Brand management	434
Antique dealer	433	Broadcasting production work	840
Apprenticeships - by function for which being trained		Broking	
Approved school work - see community schools		- insurance	464
Archæological work - field	730	- commodity	430
Archæological work - museum curator/ trainee	723	- stock	466
		- ship	430

*Type of Work Index*

Building		Community school teacher, unspecified	610
- architectural work	551	Community welfare/development work	621
- labouring	910	Company secretary	475
- surveying	557	Computer manager	440
Building services engineer	550	Computer operator	444
Bus conductor	920	Computer programmer	443
Buying and selling - retail, wholesale	433	Computer programmer (scientific)	526
Buying and selling - shares (= dealing)	466	Consultancy - management	400
Buying only	431	Consumer protection	653
Careers advisory work	624	Consumer research work	435
Caretaker	940	Contracts administrator	430
Carpenter	910	Contracts engineer	430
Cartography	554	Cook	416
Cashier	930	Copywriter - advertising	437
Catering management	416	Corporate planning	448
Catering worker	940	Cost accountancy	461
Chambermaid	940	Courier for tour operator	461
Chartered accountant	461	Craft work	820
Chartered surveyor - see surveying		Crane operator	920
Chauffeur	920	Creative, entertainment work not otherwise listed	800
Chef	416	Credit controller - banking	462
Chemical analysis	562	Credit controller - industry	461
Chemical engineering - by function		Curatorship - public galleries	723
Childcare	621	Curatorship - museums	723
Chiropodist	630	Customs officer	650
Church lay worker	622	Dancing	830
Church ministry	622	Data processing	444
Civil engineer	555	Decorator	910
Civil servant - by function		Demonstrator - university/technical college according to level	616/617/ 618
Cleaner	940	Dentist	632
Clerical	930	Departmental production manager	412
Clergy	622	Departmental store manager	433
Clinical psychologist	623	Derrickman	920
Clinical scientist	521	Design	
Club leadership/work	621	- architectural	551
Commercial artist	822	- engineering	522
Commercial photographer	822	- installation	563
Commodity broker	430	- packaging	824
Community school house-master/mistress	621	- production	524
Community school psychological work	623		
Community school teacher, according to level			

*Type of Work Index*

- scientific	522	Executive officer, Civil Service - by function	
- software	447	Experimental officer, Civil Service - by function	
- stage	825	Exploration - scientific field work	520
- town and country planning	553	Export sales	432
- traffic engineering	553	Factory inspector (health and safety executive)	653
Development		Factory labouring	910
- engineering	521	factory management - production	412
- scientific	521	Family case work	621
- software	447	Farm labouring	910
Dietician	630	Farm management	414
Diplomat (Diplomatic Service Grades 8/9)	411	Fashion model	830
Dispensing optician	635	Field engineering (oil)	523
Dispensing pharmacist	634	Field work - anthropological	730
Distribution manager	413	Field work - archæological	730
Diver	910	Field work - scientific	520
Doctor (medical)	631	Filing	930
Domestic work	940	Film trainee - BBC	840
Drama - acting	830	Film production work	840
Drama - production	840	Financial work	
Draughtsman	561	- chartered accountancy	461
Drilling engineer	530	- other accountancy	461
Drilling superintendent	410	- actuarial	463
Driver	920	- banking - general	462
Dye-line printer	910	- insurance underwriting/broking	464
Economic advisory and research work	451	- investment analysis/research/management	465
Economist	451	- stockbroking/dealing	466
Editing - film	840	- tax	467
Editing - journalistic	811	- valuation/assessment	468
Editing - other, including publisher's	812	- other	460
Education administration	411	Fireman	652
Education adviser	610	Fish farm management	414
Education officer - armed forces	610	Fisherman	910
Educational psychologist	623	Fitter	910
Electrical engineering - by function		Food technologist	530
Electronic engineering - by function		Foreman (= management) - by function	
Engineering - by function		Forensic scientist	523
Environmental health	653	Forestry work - management	415
Estate agent	430	Forestry adviser	415
Estate management/land agent	415	Forestry labourer	910
Examiner - patent	474	Freight forwarder	413
Executive - advertising accountant	436		
Executive - business - by function			

*Type of Work Index*

Gaffer (= management) - by function		Illustrator	822
Gardener	910	Immigration officer	650
Genealogical work	730	Indexing	930
General administration - include armed services if appropriate, not general banking	411	Industrial consultancy	400
General banking	462	Industrial design	522
General Manager	411	Industrial relations	420
General trainee - not BBC	400	Information work	710
General trainee - BBC	840	Inspector - factory (health and safety executive)	653
General trainee - insurance	464	Inspector - insurance	464
Geological field work	520	Inspector - public health	653
Geological research	521	Inspector - tax	467
Geological surveying	554	Inspector - weights and measures (consumer protection)	653
Geophysicist - by function		Installation engineer	524
Glass technologist	530	Insurance (including broker, inspector, surveyor ,underwriter, assessor)	464
Governess	610	Insurance - general trainee	464
Governmental administration - non- specialist	411	Interpreting	712
Graduate apprenticeship - by function for which being trained		Interviewing for an employment agency	420
Graphic design	822	Investigation - routine scientific	562
Grave digger	910	Investment analysis/research/consultancy/ management	465
Guide	940		
		Journalism	811
Hairdresser	940		
Health and safety	653	Keeper	
Heating engineer	520	- museum/art gallery	723
Hod carrier	910	- park	650
Home service adviser - British Gas	439	- zoo	416
Horse riding instructor	610	Kibbutz	910
Horticultural management	414		
Horticultural advisory work	414	Laboratory	
Hospital administration	411	- quality control	412
Hospital orderly	940	- routine testing	562
Hospital scientist	520	- scientific development	522
Hospital technician	562	- scientific research	521
Hotel management	416	Laboratory technician in school	562
Housemaster/mistress - community schools	621	Labourer	910
Housewife - eliminated by primary classification		Land agency	415
Housing management/administration	415	Land surveying	554
		Land use, planning	553
		Landscape architecture/design	552

*Type of Work Index*

Language work - translating/interpreting	712	Medical laboratory scientific officer	562
Law - see legal work		Medical radiographer	630
Lay clerk (singing)	830	Medical scientist	521
Lay work (churches)	622	Medical social work	621
Lecturing according to level		Medical technician	562
Lecturing, university	618	Medical - other medical auxiliary work	940
Lecturing, unspecified	610	Medical research - scientific	521
Legal work		Medical research - sociological	730
- barrister	471	Mental welfare	621
- company secretary	475	Mentally handicapped work	621
- patents	474	Merchandising	430
- solicitors articles	472	Merchant Navy deck officer	541
- trustee work	473	Merchant Navy hand	920
Librarian	721	Merchanting	433
Loss adjuster	468	Method study	445
		Mining engineer	524
Maintenance engineering	563	Ministry (religious)	622
Management - by function		Missionary	622
Management consultancy (management services)	446	Model	830
Management consultancy (other) - by function		Moral welfare work	621
Management		Mud logger	523
- general trainee	400	Museum work	723
- non-specialist	410	Music administration	411
- project (construction)	555	Music therapy	636
- project (research/development)	525	Musician	830
- project (computer systems)	447		
- property	469	Nanny	940
Management services (not specific)	440	National savings commissioner	411
Management trainee - by function for which training		Naval architecture - by function	
Mannequin	830	Naval officer - see armed forces	
Marine engineering - by function		News trainee - BBC or ITN	811
Market analysis	435	Nursing (including nurses & postgraduate nursing course students)	633
Market research	435	Nursing auxiliary	940
Marketing (including brand management)	434		
Mathematician - by function		Occupational guidance	624
Mechanic	910	Occupational therapist	636
Mechanical engineer - by function		Office management	411
Media planning	438	Officer HM forces	
Media research	710	- dental	632
Medical doctor	631	- education	610
		- engineering	520
		- flying	541
		- medical	631

*Type of Work Index*

- ships	541	Prison governor	650
- other - by function		Private secretary - shorthand typist	930
Operational analysis	441	Probation worker	621
Operational management	410	Process engineering	524
Operational research	441	Product development - engineer	521
Optician, dispensing or ophthalmic	635	Product development - scientist	521
Ordinands (training)	622	Product engineering	524
Ordnance Survey work	554	Production - broadcasting/film/theatre	840
Organisation and methods	445		
		Production engineering	524
Packer	920	Production labourer	910
Painter (decorator)	910	Production management	412
Park ranger/warden/keeper	416	Production operative	910
Pastoral work	622	Production planning and control	412
Patents work	474	Production trainee	412
Pathological laboratory work	630	Professional actors, musicians, sportsmen/ women	830
Patrolman - motoring organisation	910	Professional trainee - by function for which being trained	
Pensions administration	460	Programme operations assistant - BBC	840
Performing (actors, musicians, sportsmen/ women )	830		
Personal assistant	411	Programming - computer	443
Personnel (including recruitment and selection, training)	420	Programming - scientific computer	526
Petrol pump attendant	940	Progress chaser	412
Petroleum engineer	530	Project management (construction)	555
Pharmacist	634	Project management (engineering)	524
Pharmacy technician	562	Promotional work	439
Photogrammetrist	560	Psychiatric social work	621
Photographer	822	Psychological research/advisory work	623
Physiological measurements technician	562	Psychologist - clinical	623
Physiotherapist	636	Psychologist - community schools	623
Pilot - civil aviation	541	Public health inspector (including trainee)	653
Pilot - nautical	542		
Planning (town and country planning)	553	Public relations	439
		Publishing editorial work	812
Planning, corporate	448	Purchasing	431
Police constable	651		
Political agent	410	Quality control	412
Political research	730	Quantity surveying	556
Porter	940		
Postgraduate apprentice - by function for which being trained		Radio production	840
Postman	920	Radiographer	630
Potter	824	RAF officer - see armed forces	
Priest	622	Refrigeration engineering	520
		Recreation manager	416

*Type of Work Index*

Recruitment - personnel	420	computer programmer	526
Religious ministry	622	design	522
Receptionist	930	development	521
Reporting - journalistic	811	field work (including routine geology)	520
Research - by function, eg		laboratory management	520
- anthropological	730	research	521
- archaeological	730	testing	562
- economic	451	routine analysis and investigation	562
- engineering	521	Scientific Officer, Civil Service - by	
- genealogical	730	function	
- historical	730	Script writing	810
- market	435	Sculptor	821
- political	730	Secretarial and clerical work (not	
- scientific	521	company secretary)	930
- sociological	730	Secretary - company	475
- statistical	452	Security guard	654
- technological	530	Selection - merchandise	431
Research assistant - by function		Selection - personnel	420
- BBC	710	Selling	432
- Foreign Office	710	Service engineer	563
- others - see research		Ship broker	430
Research and development - engineering	521	Ship surveyor	523
Research and development - scientific	521	Ships engineer	520
Retail buying/selling management	433	Ships hand	920
RN officer - see armed forces		Ships officer	541
Roughneck (oil)	910	Shop assistant	940
Roustabout (oil)	910	Shorthand typing	930
Rubber technologist	530	Site management - civil engineering	555
Safety (including Health and Safety		Social work	621
Executive)	653	Social work organiser	621
Sales administration	432	Sociological research (including survey	
Sales advisory work	432	work)	730
Sales assistant	940	Solicitors (including articles)	472
Sales engineer	523	Software design/development	447
Sales estimator	432	Software engineer	447
Sales management	432	Speech therapist	636
Sales, retail	432	Sportsmen/women	830
Schools inspector	600	Staff management	420
School teaching by level		Stage hand	910
School teaching, unspecified	610	Stage management	840
Scientific		Stage production	840
analysis - routine	562	Statistical advisory and research work	452
		Statistician	452

*Type of Work Index*

Steward/stewardess - air/merchant navy		Tourism	416
	940	Town and country planning	553
Stockbroking	466	Traffic engineering	553
Stockdealing	466	Traffic manager	413
Stock control	410	Traffic warden	650
Storeman	920	Traineeships - general	400
Structural engineering	550	Traineeships - by function for which being trained	
Studio management (broadcasting)	840	Training officer - personnel	420
Supervisor (= management) - by function		Translating	712
Supply officer	413	Transport engineer	520
Surveying		Transport management	413
- agricultural/land agency	415	Travel agent	430
- building	557	Troubleshooting - by function	
- ship	523	Trust work	473
- general practice	469	Typing	930
- geological	554		
- land	554	University teaching/lecturing	618
- quantity	550	Unpaid work - code as if paid	
- valuation	468		
Systems analysis	442	Valuation (not related to buying and selling)	468
Systems engineering (except see with IBM = systems analysis, 442)	523	Valuation related to buying and selling	430
		Veterinary work	640
Tax inspector	467	Visual art	820
Tax work	467	Voluntary work - code as if paid	
Teaching by level			
Teaching, university	618	Waiter/waitress	940
Teaching, unspecified	610	Warehouse manager	413
Technical advisory work - by function		Warehouse worker	920
Technical author	711	Weights and measures inspector (consumer protection)	653
Technical management	525	Welfare work	621
Technical writing and information work	711	Wholesale buying and selling	433
		Work study	445
Technical sales representative	432	Writing - advertising copy	437
Technologist	530	Writing - journalistic	811
Telephone advertisement sales	432	Writing - technical	711
Television production	840	Writing - other	810
Testing - routine scientific	562		
Testing - quality control	412	Youth employment work	624
Textile technologist	530	Youth organiser	621
Theatrical acting	830	Youth worker	621
Theatrical agent	430		
Theatrical production	840		
Therapist	636		
Tool pusher (oil)	412		

## Section VI

### USR Conventions

#### A Sort Keys

The document musters and muster tapes sent out by USR can be arranged in any of several orders according to the university's wishes. These orders are

- A) Order of USR reference number (this will be done in the absence of any specific instructions)
- B) Alphabetical order of surname
- C) Order of subject of study ('course code'), with alphabetic order of surname within each subject
- D) Order of subject of study with USR reference number order within each subject

The ordering of subject is basically by alphabetic groups, corresponding to the first letter of the code, such that single-subject courses come first in each alphabetic group, followed by balanced combinations whose first letter falls in that group. The order is thus (considering the first two characters of the code only)

A1,A2,A3    A9,AA,AB,    AX,B1,B2,    B9,BA,BB    XW,XX,Y1,    Y9

If none of these orders is convenient to the university, it is possible to arrange musters to be in any order at all, by attaching appropriate sort keys to the individual students' records. This can be done where such keys already exist on the Undergraduate or Postgraduate record.

Sort keys may be unique to each student, or be used to group students of common characteristics together by giving them a common key within a given value of the key. The students may then be sorted in either reference number order or name order.

#### B Check Digits

The USR reference number is made up of three parts

- Digits 1-2    Year of entry (eg 85 for 1985)
- Digits 3-8    Personal number, taken from the set of numbers provided to each university each year by USR
- Digit 9    Check digit

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

The weights used are

Digit number	1	2	3	4	5	6	7	8
Weight	1	3	7	9	1	3	7	9

Thus for example, the check digit for a reference number 85237481 would be calculated as

Number	8	5	2	3	7	4	8	1
Weight	1	3	7	9	1	3	7	9
Product	8	15	14	27	7	12	56	9

The sum of the products is 148, with final digit 8, so the check digit is 10 - 8 or 2, and the full reference number is thus 852374812

Note that, in consequence of this calculation, the effect of increasing the year of entry by one within any decade (eg from 86 to 87) is to **reduce** the check digit by three that of going from 89 to 90 is to reduce it by four. If the result is negative add ten to make it positive again.

### C USR Coding Standards

The following standards of notation are used by USR when coding documents, to reduce the risk of confusion between otherwise similar characters. Use the following notation in the cases shown.

Alphabetics		Numerics	
Letter	Written	Digit	Written
B	<u>B</u>	0	Ø
I	<u>I</u>	1	1
O	<u>O</u>	2	2
S	<u>S</u>	3	3
Z	<u>Z</u>	4	4
		5	5
		6	6
		7	7
		8	8
		9	9

#### Repeated Codes

Where a code is to be repeated throughout a particular column on a page, the code is written in the first and last lines of that column only, the two being linked by a vertical line with the words GANG PUNCH inserted in it.

## Section VII

### Transaction Types (TT)

Magnetic tape returns are made in terms of "Transactions" which are always 80 characters long and blocked together on the tape, reflecting the "card image terminology previously used

#### Transaction Type 81

Function      Personal Information

Positions		Length	Field Name	Alpha or Numeric
From	To			
1	2	2	Transaction type (81)	N
3	6	4	University code (DES)	N
7	15	9	USR Reference Number	N
16	18	3	Initials	A
19	40	22	Surname	A
41	62	22	Former Name	A
63		1	Sex	A or N
64	67	4	Subject	A, A/N
68	70	3	Domicile	N
71		1	Blank	
72	75	4	Sort Order	A or N
76	79	4	Major Key	A or N
80		1	Blank	

Transaction Type 82

Function First Destination Information

Positions		Length	Field Name	Alpha or Numeric
From	To			
1	2	2	Transaction Type (82)	N
3	6	4	University Code (DES)	N
7	15	9	USR Reference Number	N
16	17	2	Qualification Obtained	N
18	19	2	Class of Degree	N
20	21	2	Primary Classification *	N
22	24	3	Employer Category *	N
25	27	3	Type of Work *	N
28	30	3	Destination *	N
31	71	41	Blank	
72	75	4	Sort Order	A or N
76	79	4	Major Key	A or N
80		1	Blank	

\* Blank when on muster from USR to university

## USR First Destination Record : Record Format (File FDR.wps)

*NB It is important to remember that the First Destination Record is based on graduates in an **academic year** ie those who have obtained their degrees between 1 October and 30 September, unlike those shown in the leavers files of the Undergraduate and Postgraduate Records, whose degrees have been awarded in a **calendar year** ie since the previous "snapshot" date at which student records are fixed*

<b>Field</b>	<b>Description</b>
Record type	"FR"
Sequence number	YYNNNNNNNC
Institution	UUUU
Degree level	D
Sex	S
Subject	CCCC
Domicile	DDD
Qualification obtained	QQ
Class of degree	CC
Primary classification	PP
Employer category	EEE
Type of work	WWW
Destination	DDD

---

### **Layout of the file FDRDIC.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, dddddddddd** where "vvv" is the value and "ddddddddd" is the description (separated from the value by a comma and a space)

Example - **\*VTAB,SEX,1 - Sex of graduate**  
Blank, Not known  
1, Men  
2, Women

---

## VALUE TABLE (\*VTAB) on EDRDIC.wps

<u>*VTAB</u>	<u>Field</u>
INST	University institution
DEGLEVL	Level of degree
SEX	Sex of graduate
COUNTRY	Domicile/country of destination
LEADOM 1	UK County, region, district of domicile
QUALO	Qualification obtained ( for pre 1984/85 files)
QUALO85	Qualification obtained ( for 1984/85 files onwards)
CLASSDEG	Class of Degree
PRM78	Primary classification (for pre 1979/80 files)
PRM80	Primary classification ( for 1979/80 files onwards)
EMPCAT1	Employer Category (for pre 1979/80 files)
EMPCAT2	Employer category (for 1979/80 files onwards)
TYWORK1	Type of work (for pre-1979/80 files)
TYWORK2	Type of work for 1979/80 files onwards
OLDUK	UK Country of destination (pre 1979/80 files)
NEWUK	UK Country of destination (for 1979/80 files onwards)

### Notes

1. The **LEADOM** list is a composite list of **all** UK county/region/district codes used in the USR student records. The local government boundary changes which took place in the 1970s were introduced a year later in Scotland than in England and Wales. This meant that universities were required to introduce coding changes over an extended period, which gave rise to some confusion and the occasional use of "old" or incorrect codes - particularly in 1975. The **LEADOM** list should provide sufficient information for general use, but for separate lists of "old" and "new" codes for England/Wales and Scotland, together with the code list for the rest of the British Isles (which remained unchanged), see the supplementary file **USRDOM.wps**.

## USR First Destination Record : Data Dictionary (File FDRDIC.wps)

For detailed definitions of data fields, see reference manual (Volume 4)

### \*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  
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 (UMLIST)  
5200, York  
5500, London Business School  
5600, Manchester Business School  
6600, Belfast  
6800, Ulster

**\*VTAB,DEGLEVL,1 - Level of degree**

F, First degree  
H, Higher degree (incl PGCE)

**\*VTAB,SEX,1 - Sex of graduate**

Blank, Not known  
1, Male  
2, Female

**\*VTAB,SUBJ,4 - Subject of study (for files 1972-1984)**

*NB first two digits only shown here*

*For details of the way in which universities allocated the third and fourth digits of these subject codes for undergraduate students, reference would have to be made to the UCCA Handbook for the relevant year of entry. Since, however, universities were allowed considerable latitude and eg 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. For postgraduates, although subject of study was only available as a two digit field 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*

Blank, Not known  
00, Not applicable  
01, Education  
02, Combinations of education with other subjects  
03, Pre-clinical medicine  
04, Pre-clinical dentistry  
05, Pharmacy  
06, Pharmacology  
07, Other studies allied to medicine & health  
08, Aeronautical engineering  
09, Chemical engineering  
10, Civil engineering  
11, Electrical engineering  
12, Mechanical engineering  
13, Production engineering  
14, Mining  
15, Metallurgy

- 16, Other general & combined engineering subjects
- 17, Surveying
- 18, Other technologies & combinations of engineering & technologies
- 19, Combinations of engineering & technology with other subjects
- 20, Agriculture
- 21, Agricultural biology
- 22, Agricultural chemistry
- 23, Forestry
- 24, Veterinary science
- 25, Biology
- 26, Botany
- 27, Zoology
- 28, Physiology
- 29, Biochemistry
- 30, Combinations of biological sciences
- 31, Mathematics
- 32, Mathematics/physics
- 33, Physics
- 34, Chemistry
- 35, Geology
- 36, Environmental sciences (excluding geology)
- 37, Combinations of physical sciences
- 38, Combinations of biological & physical sciences
- 39, Combinations of pure science with social studies/arts
- 40, Business & management studies
- 41, Economics
- 42, Geography
- 43, Accountancy
- 44, Government & public administration
- 45, Law
- 46, Psychology
- 47, Sociology
- 48, Social anthropology
- 49, Combinations of social studies
- 50, Combinations of social studies with arts
- 51, Architecture
- 52, Town & country planning
- 53, Home, hotel & institutional management
- 54, Other professional & vocational studies
- 55, English
- 56, Welsh & other Celtic languages/studies
- 57, French language/studies
- 58, French/German language/studies
- 59, German language/studies
- 60, Hispanic languages/studies
- 61, Other Western European languages
- 62, Russian language/studies
- 63, Slavonic & Eastern European languages/studies
- 64, Chinese language/studies

- 65, Oriental, Asian & African languages/studies
- 66, Classical studies
- 67, Other, general & combined languages, literature etc
- 68, Combination of languages, literature etc with arts
- 69, History
- 70, Archaeology
- 71, Philosophy
- 72, Theology
- 73, Art & design
- 74, Drama
- 75, Music
- 76, Arts general & combined with other arts subjects
- 77, Clinical medicine
- 78, Clinical dentistry
- 81, Engineering/technology with science (*undergraduate only*)
- 82, Engineering/technology with social studies (*undergraduate only*)
- 83, Engineering/technology with languages (*undergraduate only*)
- 84, Engineering/technology with arts (*undergraduate only*)
- 85, Science with social studies (*undergraduate only*)
- 86, Science with languages (*undergraduate only*)
- 87, Science with arts (*undergraduate only*)
- 88, Social studies with languages (*undergraduate only*)
- 89, Social studies with arts (*undergraduate only*)

**\*VTAB,SUBJ85,2 - Subject of study (for 1985 files onwards)**

*NB first two characters only shown here.*

*For full details of 4 character subject code structure - designed to show joint honours and major/minor combinations, refer to Universities Standard Classification of Academic Subjects For postgraduate study/research, many universities use only these two characters, a 4 character code N190 was, however, specially allocated for use with MBA courses, and universities were of course free to use all four characters if they considered it appropriate*

- 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,COUNTRY,3 - Domicile**

*(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. For strict alphabetical and numerical lists, see reference manual.)*

Blank, Not known  
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, Moldova

842, Russia  
843, Tajikistan  
844, Turkmenistan  
845, Ukraine  
846, Uzbekistan  
847, Georgia  
848, Bosnia & Herzegovina  
849, Czech Republic  
850, Slovakia  
851, Eritrea

**\*VTAB,LEADOM,3 - UK County, region, district of domicile**

*( Countries, etc are listed in alphabetical order, and 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 depends on the student's date of entry to the Undergraduate or Postgraduate Record ( date not held on the First Destination Record) and in consequence more than one code per location may appear on the files - particularly on those for the early 1970s. Multiple "not known" codes can be similarly explained, but may also be the result of coding errors which have proved impossible to resolve*

*For a list of UK domicile codes in geographical sequence, see USR Reference Manuals. For convenience, "old" codes are italicised in the following list )*

599, UK - not specified  
*101, Aberdeen*  
224, Aberdeen City  
*105, Aberdeenshire*  
592, Alderney  
*550, Anglesey*  
*106, Angus*  
231, Angus  
294, Annandale & Eskdale  
003, Antrim  
281, Argyll & Bute  
*207, Argyll - Islands*  
*107, Argyll - Mainland*  
005, Armagh  
901, Avon  
*108, Ayr*  
282, Ayr  
217, Badenoch & Strathspey  
222, Banff & Buchan  
*109, Banff*  
301, Barking  
302, Barnet  
370, Barnsley  
*401, Bedfordshire*  
902, Bedfordshire  
001, Belfast  
*402, Berkshire*  
903, Berkshire  
*110, Berwick*

264, Berwickshire  
303, Bexley  
330, Birmingham  
350, Bolton  
260, Borders Region - not specified  
380, Bradford  
551, *Breconshire*  
304, Brent  
463, *Bristol*  
305, Bromley  
403, *Buckinghamshire*  
904, Buckinghamshire  
351, Bury  
111, *Bute*  
552, *Caernarvonshire*  
112, *Caithness*  
211, Caithness  
381, Calderdale  
404, *Cambridgeshire*  
905, Cambridgeshire  
450, Camden  
563, *Cardiff*  
553, *Cardiganshire*  
468, *Carhisle*  
554, *Carmarthenshire*  
270, Central Region (Scotland) - not specified  
598, Channel Isles - not specified  
591, *Channel Isles*  
405, *Cheshire*  
906, Cheshire  
451, City of London  
113, *Clackmannon*  
271, Clackmannon  
907, Cleveland  
570, Clywd  
406, *Cornwall*  
908, Cornwall  
331, Coventry  
306, Croyden  
407, *Cumberland*  
909, Cumbria  
472, *Darlington*  
555, *Denbyshire*  
408, *Derbyshire*  
910, Derbyshire  
409, *Devon*  
911, Devon  
473, *Dewsbury*  
371, Doncaster

410, Dorset  
912, Dorset  
004, Down  
332, Dudley  
476, *Dudley*  
115, *Dumbarntonshire*  
290, Dumfries & Galloway  
114, *Dumfries*  
283, Dunbarton  
232, Dundee City  
102, *Dundee*  
243, Dunfermline  
411, *Durham*  
913, Durham  
571, Dyfed  
914, East Sussex  
307, Ealing  
254, East Lothian  
116, *East Lothian*  
252, Edinburgh City  
103, *Edinburgh*  
308, Enfield  
949, England - not specified  
412, *Essex*  
915, Essex  
262, Ettrick & Lauderdale  
273, Falkirk  
008, Fermanagh  
240, Fife Region - not specified  
117, *Fife*  
556, *Flintshire*  
329, Greater London - not specified  
369, Greater Manchester - not specified  
390, Gateshead  
557, *Glamorganshire*  
104, *Glasgow*  
284, Glasgow  
413, *Gloucestershire*  
916, Gloucestershire  
223, Gordon  
220, Grampian Region - not specified  
452, Greenwich  
483, *Grimsby*  
593, Guernsey  
572, Gwent  
573, Gwynedd  
453, Hackney  
454, Hammersmith & Fulham

414, *Hampshire*  
917, Hampshire  
309, Haringey  
310, Harrow  
533, *Hartlepool*  
311, Havering  
918, Hereford & Worcester  
415, *Herefordshire*  
416, *Hertfordshire*  
919, Hertfordshire  
210, Highland Region - not specified  
312, *Hillingdon*  
313, *Hounslow*  
920, Humberside  
417, Huntingdon & Peterborough  
427, Inner London Education Authority (ILEA) - (*also Inner London not specified*)  
118, *Inverness - Mainland*  
216, Inverness  
418, *Isle of Ely*  
595, Isle of Man  
419, *Isle of Wight*  
921, Isle of Wight  
455, Islington  
594, Jersey  
456, Kensington & Chelsea  
421, *Kent*  
922, Kent  
225, Kincardine & Deeside  
119, *Kincardine*  
314, Kingston-upon-Thames  
488, *Kingston-upon-Hull*  
241, Kirkcaldy  
120, *Kirkcudbright*  
382, Kirklees  
340, Knowsley  
457, Lambeth  
121, *Lanark*  
285, Lanark  
422, *Lancashire*  
923, Lancashire  
383, Leeds  
423, *Leicestershire*  
924, Leicestershire  
458, Lewisham  
491, *Lincoln*  
424, *Lincolnshire (Holland)*  
425, *Lincolnshire (Kesteven)*  
426, *Lincolnshire (Lindsey)*

925, Lincolnshire  
341, Liverpool  
215, Lochaber  
002, *Londonderry City*  
006, Londonderry  
250, Lothian Region - not specified  
352, Manchester  
558, *Merioneth*  
349, Merseyside - not specified  
315, Merton  
574, Mid Glamorgan  
428, *Middlesex*  
122, *Midlothian*  
253, Midlothian  
559, *Monmouthshire*  
560, *Montgomeryshire*  
123, *Moray & Nairn*  
221, Moray  
009, *Northern Ireland - not specified*  
099, Northern Ireland - not specified  
392, North Tyneside  
927, North Yorkshire  
218, Nairn  
391, Newcastle-upon-Tyne  
316, Newham  
565, *Newport*  
293, Nithsdale  
429, *Norfolk*  
926, Norfolk  
242, North-east Fife  
430, *Northamptonshire*  
928, Northamptonshire  
431, *Northumberland*  
929, Northumberland  
498, *Nottingham*  
432, *Nottinghamshire*  
930, Nottinghamshire  
353, Oldham  
124, *Orkney*  
200, Orkney  
433, *Oxfordshire*  
931, Oxfordshire  
125, *Peebles*  
561, *Pembrokeshire*  
126, *Perth & Kinross*  
233, Perth & Kinross  
502, *Portsmouth*  
575, Powys

562, *Radnorshire*  
317, Redbridge  
127, *Renfrew*  
286, Renfrew  
318, Richmond-upon-Thames  
354, Rochdale  
228, *Ross & Cromarty - Isles*  
128, *Ross & Cromarty - Mainland*  
213, Ross & Cromarty  
372, Rotherham  
129, *Roxburgh*  
263, Roxburgh  
435, *Rutland*  
576, South Glamorgan  
393, South Tyneside  
379, South Yorkshire - not specified  
355, Salford  
333, Sandwell  
420, Isles of Scilly  
299, Scottish Region - not specified  
229, *Scotland - not known )*  
343, Sefton  
130, *Selkirk*  
373, Sheffield  
135, *Shetland*  
201, Shetland  
436, *Shropshire*  
932, Shropshire  
214, Skye & Lochalsh  
334, Solihull  
437, *Somerset*  
933, Somerset  
512, *Southend-on-Sea*  
513, *Southport*  
514, *Southshields*  
459, Southwark  
342, St Helen  
438, *Staffordshire*  
934, Staffordshire  
292, Stewartry  
131, *Stirling*  
272, Stirling  
356, Stockport  
280, Strathclyde Region - not specified  
439, *Suffolk East*  
440, *Suffolk West*  
935, Suffolk  
394, Sunderland

441, *Surrey*  
936, *Surrey*  
443, *Sussex West*  
442, *Sussex*  
132, *Sutherland*  
212, *Sutherland*  
319, *Sutton*  
357, *Tameside*  
230, *Tayside Region - not specified*  
535, *Teesside*  
460, *Tower Hamlets*  
358, *Trafford*  
261, *Tweeddale*  
399, *Tyne & Wear - not specified*  
007, *Tyrone*  
599, *UK - not specified*  
577, *West Glamorgan*  
339, *West Midlands - not specified*  
389, *West Yorkshire - not specified*  
938, *West Sussex*  
384, *Wakefield*  
579, *Wales - county not specified*  
580, *Wales - county not specified*  
335, *Walsall*  
521, *Walsall*  
320, *Waltham Forest*  
461, *Wandsworth*  
532, *Warley*  
522, *Warrington*  
937, *Warwickshire*  
444, *Warwickshire*  
523, *West Bromwich*  
133, *West Lothian*  
251, *West Lothian*  
202, *Western Isles*  
462, *Westminster*  
445, *Westmorland*  
359, *Wigan*  
134, *Wigtown*  
291, *Wigtown*  
446, *Wiltshire*  
939, *Wiltshire*  
344, *Wirral*  
336, *Wolverhampton*  
528, *Worcester*  
447, *Worcestershire*  
448, *Yorkshire - East Riding*  
449, *Yorkshire - West Riding*

**\*VTAB,QUALO,2 - Qualification obtained ( for pre 1984/85 files)**

- 01, First degree
- 02, First degree & first diploma combined
- 06, Master's degree
- 07, Graduate Bachelor's degree (B Phil, B Litt)
- 08, PhD

**\*VTAB,QUALO85,2 - Qualification obtained ( for 1984/85 files onwards)**

- 10, First degree
- 11, Second first degree
- 12, Enhanced first degree
- 14, Professional teaching qualification (B Ed or PGCE)
- 20, First degree & first diploma combined
- 60, Master's degree
- 70, Graduate Bachelor's degree (B Phil, B Litt)
- 80, PhD
- 99, Not known

**\*VTAB,CLASSDEG,2 - Class of Degree**

- Blank, Not applicable
- 00, Not applicable
- 01, First Class Honours
- 02, Upper Second Class Honours
- 03, Lower Second Class Honours
- 04, Undivided Second Class Honours
- 05, Third Class Honours
- 06, Fourth Class Honours
- 07, Unclassified Honours
- 08, Aegrotat
- 09, Pass
- 10, Ordinary
- 11, General
- 12, Enhanced First degree eg M Eng
- 19, Not known

**\*VTAB,PRM78,2 - Primary classification (for pre 1979/80 files)**

- Blank, Non-leaver ( useful when working on merged files)
- 01, Post-doctoral study in UK
- 02, Higher degree study/research in UK
- 03, Other degree study in UK
- 21, Teacher training in UK
- 22, Teacher training overseas
- 23, Training for social work
- 24, Training for psychology
- 25, Training for ordination
- 26, Training for Law Society examinations
- 27, Training for Bar examinations
- 28, Training for architecture
- 29, Training for town & country planning

- 30, Training for management/ business/administration
- 31, Training for computing
- 32, Training for other management services
- 33, Training for statistics/economics
- 34, Training for medicine
- 35, Training for dentistry
- 36, Training for library/museum work
- 37, Training for secretarial
- 38, Academic diplomas/certificates
- 39, Other training
- 40, Training for accountancy
- 41, Overseas student returning to own country
- 42, Training for legal common professional examination (if branch not known)
- 50, Employment/further study arranged but starting after 31 December
- 51, Already in permanent employment
- 52, Temporary employment in UK
- 53, Not available for permanent employment
- 61, Gained permanent employment in UK
- 71, Post-doctoral study overseas
- 72, Higher degree study/research overseas
- 73, Other degree study overseas
- 74, Non-degree level study or training overseas
- 75, Gained permanent employment overseas
- 76, Gained short-term employment overseas
- 81, Unemployed
- 91, Not known

**\*VTAB,PRM80,2 - Primary classification ( for 1979/80 files onwards)**

Blank, Non-leaver ( useful when working on merged files)

- 11, Entering permanent employment in UK
- 12, Remaining with or returning to previous employer in UK
- 13, Short term employment in UK
- 21, Post-doctoral study in UK
- 22, Higher degree study/research in UK
- 23, Primary degree study in UK
- 24, Study in UK other than for a degree
- 31, Entering permanent employment overseas
- 32, Remaining with or returning to previous employer overseas
- 33, Short term employment overseas
- 41, Post-doctoral study overseas
- 42, Higher degree study/research overseas
- 43, Primary degree study overseas
- 44, Study overseas other than for a degree
- 51, Overseas student leaving UK
- 61, Not available for employment (reason unspecified)
- 62, Not available for employment - pre-planned course
- 63, Not available for employment - portfolio preparation
- 64, Not available for employment - time out
- 65, Not available for employment - pregnancy / maternity / paternity

66, Not available for employment - age  
67, Not available for employment - health  
68, Not available for employment - other reasons  
81, No employment, study or training arranged  
91, Not known / insufficient information

**\*VTAB,EMPCAT1,3 - Employer Category (for pre 1979/80 files)**

Blank, Not applicable  
010, Civil & diplomatic service  
030, Armed services  
040, Local authorities  
041, Hospital service  
050, Churches  
060, Schools  
070, Technical colleges / other further education  
075, Polytechnics & central institutions  
080, Universities  
090, Agriculture  
091, Forestry  
092, Horticulture  
100, National Coal Board & other mining/quarrying undertakings  
110, Oil industry  
120, Chemical & allied industries  
130, Engineering & allied industries  
140, Other manufacturing industries  
150, Builders, contractors, civil engineering consultants  
151, Firms of architects  
160, Atomic Energy Authority  
170, Public utility & transport undertakings  
180, Industrial research associations  
191, Banking  
192, Insurance  
193, Advertising  
194, Retail trade  
195, Accountancy private practice  
190, Other commercial employment  
200, Solicitors' private practice  
205, Medical, dental & veterinary health - private practice  
210, Publishers  
220, Miscellaneous  
230, Others or not known

**\*VTAB,EMPCAT2,3 - Employer category (for 1979/80 files onwards)**

081, Self employed  
Blank, Not applicable  
091, Not known  
**100, Public & general services**  
110, International organisations  
120, Central government

- 121, Civil service
- 122, H M Forces
- 130, Local government
- 140, Educational institutions
  - 141, Universities
  - 142, Polytechnics, Scottish central institutions & colleges of higher education
  - 143, Technical colleges & other further/higher education
  - 144, Maintained schools
  - 145, Non-maintained schools
- 150, Other public & voluntary bodies
  - 151, Police
  - 152, Fire service
  - 153, Probation service
  - 154, Health authorities
  - 155, New town development corporations
  - 156, Other public bodies
  - 157, Religious, voluntary & charitable bodies
- 200, Manufacturing & allied industries & services**
- 210, Agriculture, horticulture, forestry & fisheries
  - 211, Agriculture
  - 212, Horticulture
  - 213, Forestry
  - 214, Fisheries
- 220, Civil engineering contractors, etc
  - 221, Civil engineering contractors, builders
  - 222, Consultant civil engineers
  - 223, Architect
  - 224, Surveyors
  - 225, Quantity surveyors
- 230, Oil, mining & extractive industries
  - 231, Oil companies
  - 232, Oil drilling/well logging companies
  - 233, Geophysical services (oil industry)
  - 234, Mining
  - 235, Quarrying - clay, sand, gravel
- 240, Chemical & allied industries
  - 241, Chemical manufacturers
  - 242, Pharmaceuticals
  - 243, Agricultural chemicals
  - 244, Photographic materials
  - 245, Toiletries, detergents
  - 246, Plastics, fibres, synthetic rubber
  - 247, Paints coatings, adhesives
- 250, Engineering & allied industries
  - 251, Iron & steel
  - 252, Other metal processing & manufacturing
  - 253, Automotive
  - 254, Aircraft, aerospace
  - 255, Shipbuilders, repairers & technical consultants

- 256, Electronics, instrumentation
- 257, Computer manufacturers
- 258, Mechanical/electrical/nuclear engineering manufacturers
- 259, Heavy construction engineers
- 260, Food, drink, tobacco
  - 261, Food
  - 262, Drink
  - 263, Tobacco
- 270, Other manufacturing industries
  - 271, Textiles
  - 272, Leather
  - 273, Rubber
  - 274, Furniture & timber
  - 275, Clothing & footwear
  - 276, Bricks, pottery, glass, cement
  - 277, Paper, paper products, printing
- 280, Gas, electricity, water, atomic energy
  - 281, Gas
  - 282, Electricity
  - 283, Water
  - 284, Atomic energy
- 290, Miscellaneous industrial services
  - 291, Research companies/associations
  - 292, Engineering consultants & contractors (excl civil engineers)
  - 293, Geological & geophysical services(excl oil industry)
- 300, Professional, commercial & allied services**
- 310, Financial
  - 311, Accountants (private practice)
  - 312, Banks
  - 313, Building societies
  - 314, Insurance
  - 315, Stockbrokers, stock jobbers
  - 316, Commodity traders
- 320, Legal
  - 321, Solicitors (private practice)
  - 322, Barristers chambers
  - 323, Patent, trade mark agents
- 330, Health (private practice)
  - 331, Medical
  - 332, Dental
  - 333, Veterinary
- 340, Consultants
  - 341, Actuarial
  - 342, Computer
  - 343, Management
  - 344, Financial
  - 345, Public relations
  - 346, Recruitment
  - 347, Design

- 350, Transport & communications
  - 351, Railways
  - 352, Road passenger transport
  - 353, Road haulage
  - 354, Sea transport
  - 355, Ports & inland waterway transport
  - 356, Air transport
  - 357, Travel & transport agents
  - 358, Postal services & telecommunications
- 360, Entertainment, leisure
  - 361, Radio, television
  - 362, Cinema, theatre, music
  - 363, Leisure
- 370, Other professional/commercial
  - 371, Advertising, market research
  - 372, Retail
  - 373, Wholesale, warehousing
  - 374, Merchants, commodity traders
  - 375, Hotels, catering
  - 376, Auctioneers, land & estate agents
  - 377, Professional & employer associations, trade unions
  - 378, Newspaper/magazine publishers
  - 379, Book & other publishers

**\*VTAB, TYWORK1,3 - Type of work (for pre-1979/80 files)**

Blank, Not applicable

- 200, General traineeships
- 220, Non-specific management & administration
- 250, Scientific research, design & development
- 251, Research
- 252, Design
- 253, Development
- 255, Engineering - not elsewhere classified
- 270, Environmental planning
- 271, Architectural work (incl RIBA trainees)
- 272, Town & country planning
- 273, Traffic engineering
- 274, Surveying & cartography
- 275, Civil engineering
- 300, Scientific analysis & investigation
- 301, Analysis
- 302, Testing
- 303, Quality control
- 304, Field work
- 350, Production & operational management
- 351, Operational management
- 352, Production management
- 353, Installation & maintenance engineering
- 354, Production planning & control

355, Production development  
400, Buying, marketing & selling  
401, Retail buying & selling  
402, Other buying  
403, Other selling  
404, Marketing  
405, Market research  
406, Account executive (advertising)  
407, Public relations  
450, Management services  
451, Management services trainee  
452, Computer programming  
453, Systems analysis  
454, Computer operation/management  
455, Operational research  
456, Organisation & methods  
457, Work study  
458, Technical advisory work  
500, Financial work  
501, Accountancy articles  
502, Other accountancy  
503, Banking - general  
504, Insurance  
505, Actuarial  
506, Investment analysis/research/management  
507, Stockbroking  
508, Tax work  
509, Valuation  
550, Legal work  
551, Solicitors articles  
552, Patent work  
553, Trust work  
554, Company secretarial work  
600, Creative & entertainment work  
601, Copywriting  
602, Journalistic  
603, Other writing/editorial work  
604, Actors, musicians, sportsmen, other performers  
605, Broadcasting/stage/film/production work  
606, Photography, visual art  
650, Information, advisory & non-scientific research work  
651, Abstracting  
652, Translating & interpreting  
653, Technical writing/information work  
654, Economic/sociological advisory & research work (not market research)  
655, Statistical advisory & research work  
656, Other non-scientific research work  
700, Library, museum, art gallery, archive work  
701, Library work

702, Museum & art gallery curatorship/traineeship  
703, Archive work  
704, Field work  
750, Personnel  
751, Recruitment/selection  
752, Training  
753, Industrial relations  
754, Factory inspectors, safety  
755, Careers advisory work  
800, Health & social work  
801, Social work  
802, Pastoral work  
803, Nursing  
804, Police  
805, Clinical psychology  
806, Optical  
807, Pharmaceutical  
808, Medical  
809, Dental  
810, Veterinary  
815, Consumer protection  
820, Environmental health  
850, Professional traineeships in engineering  
900, Teaching & lecturing  
920, Secretarial & clerical  
950, Others & not known

**\*VTAB, TYWORK2,3 - Type of work for 1979/80 files onwards**

Blank, not applicable

091, Not known

**400, Management & supporting occupations**

410, Administration, operational management

411, General administration (incl executive secretarial)

412, Production management

413, Transport, distribution management

414, Farming, fishing

415, Land, management

416, Hotel, catering, amenity management

420, Personnel

430, Buying, marketing, selling

431, Purchasing

432, Selling

433, Combined buying & selling

434, Marketing

435, Market research

436, Advertising account executive

437, Advertising copywriter

438, Media planner

439, Public relations, promotional

- 440, Management services
  - 441, Operational research
  - 442, Systems analysis
  - 443, Computer programming
  - 444, Data processing
  - 445, Organisation & methods, work study
  - 446, Management consultancy
  - 447, Software design
  - 448, Corporate planning
- 450, Economic, statistical & related
  - 451, Economist
  - 452, Statistician
- 460, Financial
  - 461, Accountancy
  - 462, Banking
  - 463, Actuarial
  - 464, Insurance underwriting / broking
  - 465, Investment analysis / research / management
  - 466, Stockbroking / jobbing
  - 467, Tax
  - 468, Valuation /assessing
  - 469, Property management
- 470, Legal
  - 471, Barrister
  - 472, Solicitor
  - 473, Trusts
  - 474, Patent agent / examiner
  - 475, Company secretary
- 500, Scientific, engineering, technological & environmental**
- 510, Scientific )
  - 511, Research ) NB Codes 510-514 not used from
  - 512, Development ) 1988/89 onwards Codes 520-526
  - 513, Design ) used for both scientific & engineering
  - 514, Technical advisory / consultancy ) occupations
- 520, Engineering
  - 521, Research & development
  - 522, Design
  - 523, Technical advisory / consultancy
  - 524, Production / process engineering
  - 525, Technical / project management
  - 526, Scientific computer programming
- 530, Technological
- 540, Aircraft & ships' officers
  - 541, Flight deck / ships' officers
  - 542, Air traffic planning / navigational control
- 550, Environmental planning / construction
  - 551, Architecture
  - 552, Landscape architecture
  - 553, Town & country planning

- 554, Surveying, cartography
- 555, Civil engineering
- 556, Quantity surveying
- 557, Building surveying
- 560, Scientific, engineering, technological, environmental support
  - 561, Draughtsman
  - 562, Scientific laboratory support
  - 563, Engineering technical support
  - 564, Environmental planning support
- 600, Education, welfare, health, security, protection**
- 610, Teaching, lecturing
  - 611, Primary (incl nursery)
  - 612, Middle school
  - 613, Secondary
  - 614, Sixth form college
  - 615, Special school
  - 616, Further education (non-advanced)
  - 617, Further education (advanced)
  - 618, Degree level
  - 619, TEFL
- 620, Social, welfare, religious
  - 621, Social / welfare
  - 622, Pastoral
  - 623, Psychology
  - 624, Occupational guidance
- 630, Medical & para-medical services
  - 631, Medicine
  - 632, Dentistry
  - 633, Nursing
  - 634, Pharmacy
  - 635, Optical
  - 636, Physio-, occupational, speech & other therapy
- 640, Veterinary medicine
- 650, Security, protection
  - 651, Police
  - 652, Fire service
  - 653, Consumer protection, environmental health, safety
  - 654, Security
- 700, Information & non-scientific research**
- 710, Information services
  - 711, Technical writing, abstracting
  - 712, Translating, interpreting
- 720, Library / museum / art gallery / archives
  - 721, Librarian
  - 722, Archivist
  - 723, Museum / art gallery
- 730, Non-scientific research
- 800, Creative / entertainment**
- 810, Creative writing

- 811, Journalism
- 812, Editorial
- 820, Art, sculpture, design
  - 821, Fine art (painting, sculpture, printmaking)
  - 822, Two-dimensional design (graphic design, illustration, photography, film, video)
  - 823, Fashion & textiles
  - 824, Three-dimensional design (material/product based, excl industrial design)
  - 825, Three-dimensional design - environmental (interior, theatre, set, exhibition)
- 830, Acting, music, sport
- 840, Broadcasting/stage/film production
- 900, Non-professional, non-management occupations**
- 910, Manual - making , repairing, processing, growing
- 920, Storing, transport operating
- 930, Clerical, secretarial & related
- 940, Miscellaneous services

**\*VTAB,OLDUK,3 - UK Country of destination (pre 1979/80 files)**

Blank, Not moved (ie same as country of university)

597, England

598, Wales

299, Scotland

099, Northern Ireland

001, Elsewhere in British Isles

**\*VTAB,NEWUK,3 - UK Country of destination (for 1979/80 files onwards)**

Blank, Not known

599, Not known

099, Northern Ireland

299, Scotland

579, Wales

595, Isle of Man

598, Channel Isles

949, England