Standard Definition of Terms (Student Information Reporting)

1   Introduction

This document provides a standard, agreed definition for those fields that appear to the end user within the Qlikview Student Information Reporting models, listed alphabetically. It also provides a definition of the key measurements used within the Qlikview charts.

The Qlikview Student Information Reporting models are currently composed of four broad functional areas. An overview of what information is available within each area is provided in this document via the links below:

General Student Management Information Model:

Conversion Reporting

Registration Reporting

Progression Reporting

PGR Management Information Model:

PGR Reporting

2   Standard Data Definitions

Data Item	Description	Further Business Definition
AAB+	Indicates whether or not the qualifications achieved by the applicant or student would fall into the category of AAB+ according to HEFCE rules	Only relevant for UG, Full-Time, Home/EU applicants/students for HEFCE-fundable programmes.
Academic Standing	Short Description of the student's detailed academic standing (or progression status) at the end of the academic year	Descriptions based on Banner Academic Standing values but shortened for reporting use.
Academic Year of Award/ Completion	Academic Year in which the student is awarded their qualification aim or awarded an ITQ or completes study with no formal, associated award	Based on the internal Term Code of the student record within Banner. Note that term codes ending with '15' (concurrent study) will appear under same academic year as the main term codes ending with '10'. Taken from the maximum Banner degree record associated with the Student's Academic Year of Study
Academic Year of Entry	Academic Year when applicant is due to commence their studies towards a specific qualification aim, or when student commenced their studies.	Based on the internal Term Code within Banner. Note that term codes ending with '15' (concurrent study) and '07' (visiting and English Access programmes commencing before main academic year starts) will appear under same academic year as the main term codes ending with '10'
Academic Year of Study	Academic Year in which the student undertakes study.	Based on the internal Term Code of the student record within Banner. Note that term codes ending with '15' (concurrent study) and '07' (visiting and English Access programmes commencing before main academic year starts) will appear under same academic year as the main term codes ending with '10'

Data Item	Description	Further Business Definition
Age On Entry	Age as at 30 Sept of the academic year of entry	Rounded to integer value only. May also be shown as grouped into categories of 'under 21' (young) or '21 and over' (mature)
Agent Code	Unique code for an agent	
Agent Name	Name of agent representing applicant	
All Students	Indicates that both 'New' and 'Continuing' students are included. May relate to either actual students or planned numbers.	
Applicant Choice Number	Choice Number of application for that applicant	
Applicant ID	Unique identifier for this applicant	
Application Date	Date Application was entered onto the Salford Student information System	
Application Snapshot Date	Date when snapshot of application data is extracted from source and stored for future year-on-year comparative purposes.	
Application Source	Description of application source	UCAS' or 'Direct'
Application Status	Detailed Application Status Description	E.g. Alternative Offer, Referred to Tutor, APEL, awaiting Interview
Award Date (only for PGR Students)	Date when student was formally awarded their qualification aim or ITQ	Only populated for PGR students currently and based on the Graduation Date on the maximum Banner Degree record for that PGR qualification.
Awarded (also 'Completed' for PGR)	Indicator of whether the student was awarded their qualification aim or ITQ during a specified year of their study.	This is populated on the student's Year of Study record, only where the Academic Year of Study is equal to the Academic Year of Completion on the maximum Banner Degree record and where the Award Status = 'AW'
Banner ID	The Institution's ID for this Person	
Block Code	Programme Block Code	
BME	Indicator of whether person belongs to Black or Minority Ethnic group (BME/Non-BME or Unknown)	Set to BME if Ethnicity code is set to anything except for (a) those who have not identified their ethnicity, (b) White British, and (c) White. Set to non-BME if Ethnicity code is set to White British or White

Data Item	Description	Further Business Definition
		Else Unknown (this includes ethnicity codes of Not Known or Information Refused. Note that BME includes 'White - Other', 'White-Irish' and 'White-Scottish' and as such would give a different result from e.g. HESA reporting of White v. non-White ethnicity.
Clearing Application	Indicates whether application is a Clearing Application or Non-Clearing Application or whether the student entered via a Clearing Application or Non-Clearing Application	Clearing Applications are defined as all those applications which are for full-time, UG study and which either came via UCAS with choice number A or B or came via any source with choice number 1 and was received between the dates of 1 July and 16th Sept in any year.
Cohort Month (*PGR only*)	Programme Commencement Month for the programme that student is following during that Academic Year of Study	
College	Name of College	
Compensated	Indicates whether student was compensated on a module (compensated/non-compensated)	
Completed Over Time Range	Summary time range by which progression point overran	If On Time Completion Indicator is false then fit the number of days of overrun (from field 'Satisfied Over Time Length') into a time range for summary reporting purposes
Confirmed Accept	Whether University has confirmed a firm acceptance from an applicant, i.e. no further conditions of offer are outstanding. Also referred to as 'UFAA'	If combined codes: Initial Decision Code, Initial Reply, Confirmation Decision Code, Confirmation Reply are one of ('UFA', 'UFAA','UF','CFA','CFAA','UFC','UFCA', 'CFC','CFAA') and application 'completely withdrawn from UCAS flag' from SKAUATD has not been set to 'C', this field is set to true. See definition of Decision/Response Code combinations in Appendix.
Course Code	UCAS Course Code for Programme applied for/studied	This is the code used by the UCAS system for applications to Salford. For non-UCAS programmes this is an internal 'artificial' code accorded to the programme in Banner for processing purposes.
CRN	Module CRN (Course Reference Number)	This is the module reference unique to a particular instance/run of the

Data Item	Description	Further Business Definition
		module, e.g. if the module is run multiple times in a year, a different CRN will be assigned. Unique within an academic year.
Current (Active) Student	Indicator of whether student is registered or writing up at the current time – regardless of which academic year they started their year of study in	Note that due to Banner structure, a student is registered within a specific Academic Year of study that runs from August to August, however a student commencing studies in April of academic year 2010-11 may study for12 months on that year of study and therefore still be active in March 2012 even though they have no registration record for 2011-12. This indicator will identify students active in either the most current Academic Year of Study or the previous one.
Currently Eligible to Register	Indicator of whether student is eligible to register at the current time – regardless of which academic year they started their current year of study in	Note that due to Banner structure, a student is registered within a specific Academic Year of study that runs from August to August, however a student commencing studies in April of academic year 2010-11 may study for12 months on that year of study and therefore still be active in March 2012 even though they have no registration record for 2011-12. This indicator will identify students eligible to register in either the most current Academic Year of Study or the previous one (and not currently active or interrupted in either year).
Currently Interrupted	Indicator of whether student is interrupted at the current time – regardless of which academic year they started their current year of study in	Note that due to Banner structure, a student is registered within a specific Academic Year of study that runs from August to August, however a student commencing studies in April of academic year 2010-11 may study for12 months on that year of study and therefore still be active in March 2012 even though they have no registration record for 2011-12. This indicator will identify students interrupted in either the most current Academic Year of Study or the previous one (and not also currently active in either year).
Decision Date	Date when initial offer/reject decision was recorded	Minimum date on SKAUDEC for that application.

Data Item	Description	Further Business Definition
	against an application	
Decision Status	Groupings of Detailed Application Status	E.g. 'Decision Made' may incorporate detailed status of 'Decision Made' and 'Alternative Offer'
Decision Summary	Combined decision and response codes	See definition of Decision/Response Code combinations below. Set to the combination of the four fields: Initial Decision Code, Initial Reply, Confirmation Decision Code, Confirmation Reply, except where the application 'completely withdrawn from UCAS flag' from SKAUATD has been set to 'C', in which case the combined code is set to 'W' for 'Withdrawn'.
Degree Classification	Description of classification of the honours degree, PG Taught or PG Research degree or the relevant ITQ code for the award.	Only populated if award status is 'AW' and Banner Degree Completion Term is set to the term of the year of study.
Disability	Description of the medical condition or physical impairment associated with the disability/medical code	
Disability Indicator	Whether a person has a declared disability (Disabled/Not Disabled)	Set to 'Disabled' where there exists a medical code for the student in the range of [1 - 11 OR 96]
Doctoral Completion Range/Completion Status	Summary description of Doctoral completion status for student's period of study. Values are: Within 4 (i.e. completed within 4 years for FT), Over 4 (i.e. completed in over 4 years for FT), Within 7 (i.e. completed within 7 years for PT), Over 7 (i.e. completed in over 7 years for PT), Not Awarded No Award Date	
Domicile	Description of the Applicant's or Student's Country of Residence on entry to the period of study towards the specified qualification aim.	
Domicile Region	Region of the world in which applicant's or	

Data Item	Description	Further Business Definition
	student's domicile country is located (UK, EU-Non-UK, Non-EU)	
Entry Month	Proposed Month of Entry for Programme of Study applied for or Month in which student commenced studies.	Applications. This is taken directly from the application record and, in exceptional cases where there are 2 intakes per year, this may not always match the standard commencement month on the programme record. The month of entry may be amended to an alternative intake month without the programme code being changed. Registrations: Taken from Start Date on Student Instance record.
Entry Point	Year of Programme that applicant is entering onto	If source data is blank then this is defaulted to year '1'
Entry Requirement	Standard number of tariff points required for entry to a programme of study	Note that only the current academic year of study entry requirements are available in reports.
Entry Tariff	Total countable tariff score for the student or applicant	Calculated sum of the applicable tariff scores for each qualification the student holds. Only available where there is individual qualification data entered into the SOATEST screen. Note that some qualifications have no related tariff, e.g. Access quals. See also Key Measurements.
Entry Year	Proposed calendar year of entry for Programme of Study applied for	
Ethnicity	Person's Ethnic Description	
Expected End Date	The date when the student is expected to complete their study towards a specified qualification aim	Expected End Date is calculated by adding a Programme's Length of Study to the Programme's Commencement Date for a student. Depending on the type of student, other factors will then apply. For Undergraduate Main Cycle students: the day = 30, month = 06 and the Year = Student's Programme Commencement Date plus their Programme's Length of Study, taking into account Point of Entry and repeated years. *e.g. student starts 3 year programme on the 29/09/2011, their Expected End Date will be 30/06/2014* For Undergraduate Mid Cycle Students and PG Taught Students: Programme Commencement Date plus their Programme's Length of Study, taking into account Point of Entry and repeated years. *e.g.*

Data Item	Description	Further Business Definition
		student starts 3 year programme on the 01/01/2012, their Expected End Date will be 01/01/2014 For PG Research Students: Programme Commencement Date plus their Programme's Length of Study, taking into account Point of Entry and their Writing Up period; fulltime students have 1 additional year added, part time 2 years, split site 2 years and Distance Learners 6 years. *e.g. fulltime student starts a 3 year PHD course on the 29/09/2011, their Expected End Date will be 29/09/2015*
Final Grade Group	The numeric range into which the final module grade for a student falls	
Final Year Indicator	Denotes whether student is in their final year of study leading to a specified qualification aim	Based on the Expected End Date of the Student. If the date falls within the 12 months following the programme commencement date of the student's year of study record then the student is deemed to be in their Final Year for that year of study. **Note: inaccuracies exist within the complex calculation of Expected End Date and therefore also in the calculation of Final Year Indicator**
Final Year of Registration	Denotes whether student is in their final year of registration before any writing up period commences **Only applicable to PGR students**	Based on the block code of the student If student is full-time • If MPhil or M Res and block code = 1 • Else if other qualification and block code = 3 If student is part-time • If MPhil or M Res and block code = 2 • If distance learning and block code = 6 • Else if other qualification and block code = 5
Firm Accept	Whether applicant has firmly accepted an offer	This is defined as true if the initial decision code currently has a value of 'C'- conditional or 'U'-unconditional and Initial Reply Code ='F, regardless of any subsequent response code values, except where the application 'completely withdrawn from UCAS flag' from SKAUATD has been set to 'C'. Note that if applications with original firm accepts have

Data Item	Description	Further Business Definition
		since been overridden on Banner as withdrawn or rejected, e.g. at confirmation of results, these will **not** be set to true.
First Name	First Name / Forename of Person	Latest Person details extracted only, i.e. where SPRIDEN_CHANGE_IND is blank.
First Time Progression	Indicator of whether student progressed successfully to the next level/year of study at the first attempt, i.e. did not need to retake any modules	Based on end of year Academic Standing Code. Set for any of values 01, 10, 16
Fundability	Description of how the programme is normally funded	E.g. Funded by the Department of Health, non-fundable, fundable by funding council.
Gender	Gender of Person (Male/Female/Not Known)	
Good Degree	Denotes whether an honours degree is classified as a first or 2:1	
Graduation Date (for PGT and UG Students)	Date when student was formally awarded their qualification aim or ITQ	Graduation Date on the maximum Banner Degree record for that Academic Year of Study.
Greater Manchester Indicator	Indicates whether postcode falls within Greater Manchester by virtue of its Local Authority	Set to true if Local Authority appears in a reference list of Local Authorities within Manchester
Highest Qualification on Entry	Description of the Highest Qualification attained by the applicant or student upon Entry to their study towards a specified qualification aim.	This is the HESA new Highest Qualification on Entry 'QUALENT3' value
Highest Qualification on Entry Category	Grouping of Highest Qualification on Entry values to provide more meaningful reporting. Category values are: 'Graduate or Equivalent' 'Other HE and Professional' 'A Levels, Highers or equivalent' 'Access Course' 'Other Qualifications' 'None'	Based on categories used by HESA

Data Item	Description	Further Business Definition
	'Postgraduate' else 'Not Known'	
IFY Indicator	Indicates whether programme is an International Foundation Year programme or not (IFY/Non-IFY)	
Insurance Accept	Whether applicant has accepted an offer as insurance	This is defined as true if the initial decision code currently has a value of 'C'- conditional or 'U'-unconditional and Initial Reply Code ='I, regardless of any subsequent response codes, except where the application 'completely withdrawn from UCAS flag' from SKAUATD has been set to 'C'. Note that if applications have since been overridden on Banner as withdrawn or rejected, these will **not** be set to true.
Intake	Whether application is for main or mid-cycle intake or student belongs to a cohort that commences the academic year in the main or mid-cycle intake	For applicants, if Entry Month is one of (8,9,10,11,12) then 'Main' otherwise 'Mid-Cycle' For students, if programme commencement date for the Academic Year of Study falls between August and December inclusive then 'Main' otherwise 'Mid-Cycle
JACS Subject Area	Description relating to JACS Level 1 Subject Code for the Programme of Study	Note that there can be up to 3 separate JACS codes and therefore JACS Subject Areas for the programme.
Key Progression Point	Identifies whether a PGR Progression Point is a Key Progression Point Type. Includes these types: Internal Evaluation/Interim Assessment/Learning Agreement	
Last Name	The Last Name / Surname of Person	
Level	Level of Study for the Programme of Study (Will be 'UG' or 'PGT' or 'PGR')	If the level code of the Programme on SMAPRLE is 'PG', then if the Degree Code is found in GTVSDAX_EXTERNAL_CODE where GTVSDAX_INTERNAL_CODE = 'RESEARCH', set level to 'PGR' Otherwise set to 'PGT'. PGR codes currently include:DBENV, DCONM, DMA, DPROF, DREAL, ENGD, LLMR, MPHIL, MRES,MSR,PHD but may be extended.
Local Authority Name	Local Authority Name	

Data Item	Description	Further Business Definition
Low Participation Area	Denotes whether application or student falls within HEFCE Widening Participation definitions as a result of their Postcode on Entry falling within an area of Low Participation in Higher Education. (Values are Low Participation/Not Low Participation)	Based on quintile classification of the postcode. Low Participation includes quintile 1 or 2. Uses both the Young participant postcode classification (POLAR2) and the HE-qualified adult postcode classification to determine quintile, as sourced from HEFCE. If applicant/student is under 21 on entry and Programme on entry is full-time then uses the Young Participant Quintile. If applicant/student is mature or part-time Programme on entry then uses Adult HE Quintile. Only calculated if student is UK domiciled or domicile is null. (Calculated for both HEFCE-fundable and non-HEFCE-fundable Programmes).
Market Type	Description of category used by international marketing for a group of countries – relates to marketing strategy (Priority/Target/Development/Other)	
Mobile	Latest Active Mobile Telephone Number for the Person	
Mode of Study	Overall summary of mode of study pertaining to an application programme or to a student's year of study pertaining to an application programme or to a student's year of study Full-time or Part-time (FT or PT).	Derived initially from HESA Mode of Study Code for the programme: Full-time Codes = 1,2, 12, 23, 24 Part-time 31, 33, 34, 35. If no mode found, as record missing in Banner, then use final letter of Programme code to determine mode summary, i.e. FT=F,S PT=L,D,P Note that courses that are only followed on a FT basis for a few months may appear under PT mode according to this rule. For student's mode of study, further calculation is done based on their Full-Time Equivalency (FTE), based on the number of module credits on

Data Item	Description	Further Business Definition
		which they are registered, as a student may be repeating a full-time programme and only registered on a part-time basis. Mode of Study set to FT if Actual FTE field >=1.00 and PT if Actual FTE field >0 and < 1.00. FTE calculation is based on actual v. Expected module credits for the qualification being followed, or simpler hard-coded part-time FTE for non-modular programmes.
Module College	Name of College associated with module	
Module Credits	Number of credits that can be earned from a module	
Module Grade	Final Grade student achieves for module or interim grade if marks not yet finalised.	If final module grade rolled to academic history then use value from academic history record (SHRTCKL table), otherwise use unrolled module grade
Module ID	Internal Banner reference for a module	Combined Course ID and Subject ID relating to module in Banner
Module Level	Level of study associated with module (e.g. 0,1,2,3,M)	
Module School	Name of school which owns module	
Module Semester	Period of the Academic Year during which Module CRN runs	E.g. PGT October Start Semester 1. Take from the description of the 'Part-of-Term' field in Banner. There is a large variety of different periods defined by this field and it does not necessarily pertain to a single 'Semester' in the University calendar.
Module Subject	Description of Internal Banner Subject categorisation of module	Note that this can become out of date over time and will not necessarily accurately reflect the JACS subject code categorisation of the module.
Module Title	Module Title	Taken from latest catalogue entry for CRN or module details. This is the CRN Module Title from ssasect, or if this is blank it is the module title from scacrse
New Student	Indicates whether student is of type 'New', i.e. newly recruited towards a given qualification aim, for a specific Academic Year of Study. May relate to	

Data Item	Description	Further Business Definition
	either actual students or planned numbers	
Non-Successful Progression	Indicator of whether student was unsuccessful in all attempts to progress to the next level/year of Programme	Based on end of year Academic Standing codes. Set to true for any of codes (04,03,02,05,06,08)
Offer	Indicates whether University has made an offer on an application	Defined as true if the initial decision code currently has a value of 'C'-conditional or 'U'-unconditional, regardless of any subsequent applicant reply or confirmation decision, except where the application 'completely withdrawn from UCAS flag' from SKAUATD has been set to 'C'. Note that if applications with original offers have since been overridden on Banner as withdrawn or rejected, e.g. at results confirmation, these will not be set to true.
On Time Completion Indicator	Indicator to identify if a progression point was completed on time	If progression point satisfied and no overrun, i.e. Progression Point Status Date <= Progression Point Due Date then set to true
Over Time Completion (Progression Point)	Indicates whether Progression Point was completed after the due date	
Overdue Indicator	Indicator to identify overdue progression points	If progression point not satisfied, and Progression Point Due Date < today's date then set to true
Overdue Length	Length of time in days that the progression point is overdue	If Overdue Indicator is true then set as the difference between today's date and Progression Point Due Date
Overdue Time Range	Summary time range in which the overdue progression point fits	If Overdue Indicator is true then fit the value of Overdue Length into a time range for summary reporting purposes
Pass First Time	Indicates whether student passed a module at the first take (Yes/No)	
Passed (Module)	Indicates whether grade achieved by student for module qualifies as a Pass or Fail (Yes/No)	
Perm Address Line 1	First line of latest Permanent Address for student/applicant	
Perm Address Line 2	Line 2 of latest Permanent Address for student/applicant	

Data Item	Description	Further Business Definition
Perm Address Line 3	Line 3 of latest Permanent Address for student/applicant	
Perm Address Line 4	Line 4 of latest Permanent Address for student/applicant	
Permanent City	Latest Permanent Address City for student/applicant	
Permanent Postcode	Latest Permanent Address Postcode for student/applicant	
Permanent Telephone	Latest Active Telephone number of type 'Permanent' for student/applicant	
Personal Email	First Active Personal Email address for applicant/student	
PHD Submission Date	Indicates date when a PhD student submitted their PhD.	Assumption made that this will be populated in Banner for 2010-11 onwards.
PhD Submission Range/PhD Submission Status	Summary description of Doctoral completion status for student's period of study. Values are: Within 4 (i.e. completed within 4 years for FT), Over 4 (i.e. completed in over 4 years for FT), Within 7 (i.e. completed within 7 years for PT), Over 7 (i.e. completed in over 7 years for PT), Not Awarded No Award Date	
Planned Number	Official planned registered student number from the Academic Plan for a specified academic year.	
Postcode on Entry	permanent residence postcode on entry	This field will be taken from the postcode entered onto SKAHINS and may be blank or incorrect due to process/data entry errors.
Previous Institution	Name of applicant's or last high school/last institution attended/UCAS application centre	Take the latest institution code only for that person (note this could sometimes result in some erroneous data appearing for UG applicants/students who have made a later application for a PG course)

Data Item	Description	Further Business Definition
Previous Institution Code	Code of applicant's or student's last high school/last institution attended/UCAS application centre	Take the latest institution code only for that person (note this could sometimes result in some erroneous data appearing for UG applicants/students who have made a later application for a PG course)
Programme Code	Internal Salford Code for a Programme of Study	Where used in relation to an application or student's year of study this is the programme as recorded against the application or student's year of study record. For students this is the code of latest Programme being studied that year
Programme Group	Where programmes are grouped for the purposes of reporting against planned numbers, this is the name of the grouping. Where the programme has its own planned number, this is the programme name. Currently only applied to HuLSS language-related programmes.	
Programme Group Code	Where programmes are grouped for the purposes of reporting against planned numbers, this is an artificial code to denote the group. Where the programme has its own planned number, this is the programme code. Currently only applied to HuLSS language-related programmes.	
Programme Title	Short Programme Title	
Progression After Resit	Indicator of whether student progressed successfully to next year of programme after having taken a resit	Based on end of year Academic Standing codes. Set to true for code 09
Progression Point (Type)	Description of Type of Progression Point Agreement	
Progression Point Completion Status	Summary Status for Progression Point: Not Due/Not Completed/On Time/Over Time/Overdue	
Progression Point Due	Indicator of whether Progression Point is Overdue and has not been satisfied.	

Data Item	Description	Further Business Definition
Progression Point Due Date (*Also* Month Due)	Date by when Progression Point is due to have been completed	
Progression Point Satisfied Indicator	Indicator of whether progression point has been satisfied (Y/N)	
Qualification	Internal Salford Degree Type Code/Qualification Aim for Programme of Study, e.g. MSC, MPHIL	
Qualification Name	Description of Internal Salford Degree Type Qualification Aim for Programme of Study, e.g. Master of Science	
RAE Units of Assessment	Description of Unit of Assessment from RAE 2008 to which PGR student is aligned	
Reg(istration) Description	Description of the current detailed registration status for the student record	e.g. Registered, Repeating, Suspended
Registered (Student) /Registration	Indicator of whether current registration status shows that student is registered for this academic year of study and not writing up (Registered/Not Registered)	This is set to true if the current detailed registration status code is set to one of: RE Registered RP Repeat with Attendance RS Registered Reinstated RW Repeat without attendance RY Prolonged Registration This is not set to true for the following statuses: EA Early Leaver EL Eligible to Register IG Completed Study IN Interrupted Study RR Cancelled Registration) RX At Collaborative College-Cat C SU Suspending Study

Data Item	Description	Further Business Definition
		TG To Graduate WU Writing Up WD Withdrawn after Registration WN Withdrawn without registering this term XP Expelled from University
Registered with WU	Denotes whether student is one of either 'actively registered' or 'writing up' for that Academic Year of Study (Values - Registered/Not Registered)	For detailed registration codes included see definition for 'Registered', plus WU-writing up
Registration Code	Current detailed registration status code for the student record	e.g. 'RE','RS','RP','SU'
Registration Snapshot Date	Date when snapshot of registration data is extracted from source and stored for future year-on-year comparative purposes.	
Registration Status	Summary registration status (values are Registered /Writing Up)	
Registration Status Change Date	The date/time when the current registration status code was set on the student record	
Research Centre	Name of Research Centre to which PGR Supervisor is linked	
Residency	Summary residency category for funding/fees purposes based on residency detailed code (Home/EU, Overseas, Unknown	If Residency Code is one of ('1', '4', '6', 'E','H') then 'Home/EU'. If Residency Code is one of ('2','5', '7', '9', 'F','D') then 'Overseas'. If related to student record, if Residency Code = 'U' then Unknown. If related to applicant's residency then where residency code equals 'U' or 'N', assign residency of 'HOME/EU' or 'OVERSEAS' as follows: If UCAS Residency Category on SKRSAIN = '1' then 'HOME/EU' and if UCAS Residency Category on SKRSAIN= '7' then 'OVERSEAS' Else

Data Item	Description	Further Business Definition
		based on matching nationality code and domicile code, if codes match and the code is one of a set of EU codes, set to 'HOME/EU'. Else if domicile code exists and is not one of a set of EU codes, set to 'Overseas'. Otherwise set to Unknown.
Re-sit Taken	Indicates whether student re-sat a particular module (Yes/No)	
Satisfied Over Time Length	Length of time in whole days that the progression point due date overran by.	If progression point satisfied then calculate the difference between Progression Point Due Date and Progression Point Status Date, rounded to nearest integer value.
School	The Name of the School which administers the Programme of education	
SNC	Denotes whether student, application or planned number falls within the Student Number Control limit imposed by HEFCE (values SNC/Non-SNC)	
Socio Economic Class	The description of the Socio-economic class of applicant's or student's parents or of applicant/student if they are over 21 at time of entry.	
Socio Economic Class Summary	Summary category for Socio Economic Class (Low SEC/Not Low SEC), where class 4,5,6,7 are denoted as Low SEC	
Start Date	Start date of student's engagement with the University/period of study towards a specified qualification aim	This is the instance commencement date as recorded on the SKAHINS form for that study instance.
Student Type	Description of Student Type Code (New or Continuing)	
Supervisor	First Name and Last Name of student's supervisor	Latest active name details for the supervisor effective for that student's academic year of study. Must be the primary advisor in Banner.

Data Item	Description	Further Business Definition
Tariff Band	Description of numeric range into which the entry tariff falls	
Term-Time (TT) Address Line 1	First line of latest Term-Time Address for student	
Term-Time (TT) Address Line 2	Line 2 of latest Term-Time Address for student	
Term-Time (TT) Address Line 3	Line 3 of latest Term-Time Address for student	
Term-Time City	City of latest Term-Time Address for student	
Term-Time Postcode	Postcode of latest Term-Time Address for student	
Term-Time Telephone	Latest Telephone Number for student of type 'Term-Time'	
UK Region	Name of Government Region in which a postcode is located	Sourced from National Statistics Postcode Directory data
Un-assessed student	Denotes that the student does not have any academic standing entered against their record in Banner	
University Email	Active University email address for the student	
Writing Up	Denotes that student's detailed registration code for that Academic Year of Study is WU (writing up)	
Year of Programme	Year of the Programme being studied (i.e. level or block)	Based on Last character of Block Code

3 Key Measurements

Progression Rates

Measure of the numbers of Undergraduate First Degree, Full-time students who, after successfully completing Year 1 of their Programme, subsequently advance and register onto the following Programme Years of their Qualification Aim and are Awarded within the allotted time frame of their Programme.

The detailed calculation used within the Qliview Progression charts us broken down as follows:

Registered FT 1st Years: The number of students who registered onto the 1st Year of UG 1st Degree Programmes for a selected Academic Year of Entry.
Registered FT 2nd Years: The number of students who then advance onto the 2nd Year of their Qualification Aim, one Academic Year after they originally registered onto the 1st Year.
Registered FT 3rd Years: The number of students who go onto Graduate in their 3rd Year, two Academic Years after they originally registered onto the 1st Year.
Awarded FT 3rd and 4th Years: The number of students who went onto Graduate either in their 4th Year or after repeating their 3rd Year, three Academic Years after they originally registered onto the 1st Year.

Continuation

Measure of the numbers of young, full-time, undergraduate students who register onto Year 1 of a Programme and then return and register onto the following Academic Year of Study, regardless of whether or not they were able to progress to the next Year of Programme.

Projected Registrations

The Projected number of Registrations for a specified academic year of entry is calculated on a variable basis to reflect the most accurate picture depending on where in the application cycle we are. From October to April it will be based on the number of offers in Banner, from May to mid-August it will be based on the number of initial firm accepts and from Mid-August onwards it will be based on Confirmed Accepts.

Calculation: The rate of decrease/increase on the current number of e.g. initial firm accepts as compared with the equivalent point in time in the previous year is calculated and applied to the latest number of registered students for the previous year of entry, to provide a projected number of registrations for the required year.

Note that the Projected Registrations figure will therefore include Clearing applicants and will also include some attrition, i.e. reflecting the number of students who have left from the previous year's numbers.

Average Entry Tariff

Individual student entry tariff scores are calculated based on individual qualifications held in Banner and sourced either from manual input or from UCAS. All qualifications that attract a tariff score according to HEFCE are included in the calculation, although where a student holds higher and lower level qualifications in the same subject only the higher level qualification will be used.

In line with published national tariff scores, Average Entry Tariff scores at College, School and Programme level have been calculated by applying filters that only include the following data;

- New, Full-time Home/EU, Undergraduate Students

- Age on Entry is under 21

- Qualification is BA, BENG, BSC, LLB, MENG, MPHYS

- Course Aim is First Degree with Honours (H00) or a Health related equivalent (H16)

- The data is filtered to exclude those with a tariff score of 20 or less

Doctoral Completion Rates	Doctoral completion is based on a student being awarded a higher degree by research at PRAB when the award is formally approved. The student's start date and PRAB date (Graduation date field in Banner) are used to calculate the length of study for use in the completion rates.

Doctoral Completion rates by Academic Year of Entry are derived from the number of awarded students divided by the total starting population in the academic year of entry who complete within and over 4 and 7 years for full time and part time, respectively. The starting population is defined by students starting in the baseline year (Academic Year of Entry) and returning for the second year. Students who left in the first year of their Doctorate are not included in the rates. Students who left after commencing their second year, have subsequently interrupted or have transferred to a Research Masters program remain in the starting population for the academic year of entry. Students who initially registered on a Research Masters program and subsequently showed evidence of studying for a Doctoral program have been retrospectively added to the starting population for the academic year of entry in which they commenced study. Students who 'switch' mode during their Research degree are calculated within the part time rates.

Doctoral Completion rates by Academic Year of Award are derived from the number of students awarded at PRAB in an academic year and calculated by the percentage of these students awarded within and over 4 and 7 years for full time and part time awards, respectively.

4   APPENDIX 1 Application Decision and Response Codes

The following is a list of combined standard application decision and response code values and their business meaning. Note that some applications may show non-standard decision and response code combinations in which case this is erroneous data.

Code	Description
B---	Reject before interview (NMAS only) - *note that this code should no longer be used*
CD--	Conditional offer of a course place which has been declined by applicant
CFA-	Conditional offer, firm reply, Salford has accepted exam results/qualifications. Normally changes to UFA within 24 hours.
CFC-	Conditional offer, firm reply. Salford has accepted exam results/qualifications, but in association with a change to the application (e.g. change of course or year of entry)
CFR-	Conditional offer, firm reply. Salford has rejected the applicant (on receipt of examination results). Note this is not standard code. Instead R_R is normally applied in this case
CF--	Conditional offer, firm reply.
CIA-	Conditional offer, insurance reply. Salford has accepted exam results/qualifications.
CIC-	Conditional offer, insurance reply. Salford has made a change to the application (e.g. change of course or year of entry)
CIR-	Conditional offer, insurance reply. Salford has rejected the applicant (on receipt of examination results). Note this is not standard code. Instead R_R is normally applied in this case
CI--	Conditional offer, insurance reply
C---	Conditional offer
F---	Course Full-no vacancies
R---	Rejected application. (This normally denotes initial rejection of application, however it is sometimes used to reject a previous offer on receipt of examination results, instead of using the standard R_R coding)

Code	Description
R-R-	Conditional offer, firm reply. Salford has rejected the applicant (on receipt of examination results). Note this is not standard code. Instead R_R is normally applied in this case
U---	Unconditional offer of a course place
UD--	Unconditional offer of a course place which has been declined by applicant
UFAA	Unconditional offer, firm reply. Salford has accepted exam results/qualifications and applicant has confirmed that they wish to accept the unconditional offer of a course place
UFA D	Unconditional offer, firm reply. Salford has accepted exam results/qualifications but applicant has declined the unconditional offer of a course place
UFA-	Unconditional offer, firm reply. Salford has accepted exam results/qualifications and is waiting a short time to ensure that applicant does not wish to change course or defer before the application is changed to 'UFAA' by Salford
UFCA	Applicant was CFC and accepted offer of a place on the different course or different year of entry and so has become unconditional
UFC-	Unconditional offer, firm reply. Salford has made a change to the application (e.g. change of course or year of entry)
UFCD	Unconditional offer, firm reply. Salford has made a change to the application (e.g. change of course or year of entry) and applicant has subsequently declined the amended offer.
UF--	Unconditional offer, firm reply
UIA-	Unconditional offer, insurance reply. Salford has accepted exam results/qualifications but applicant has not confirmed whether they will accept the offer of a course place
UI--	Unconditional offer, insurance reply.
UP--	Unconditional offer of a course place to which the applicant has postponed their reply for up to 10 days - applies to NMAS applications only. *Note that this code should no longer be used*
U-C-	A conditional offer with firm reply has been made unconditional by Salford, however Salford has simultaneously made a change to the application (e.g. change of course or year of entry) and we are awaiting the applicant's acceptance of the change.
W---	Withdrawn

5 APPENDIX 2 Overview of Reporting Areas

5.1 Overview of Conversion Reporting Area

The conversion reports are divided into three main areas of reporting – Latest/most current data on applications, weekly comparative data (at summary and detailed level) and admissions demographics/entry profile data. All reports provide data on the number of applications received for entry in a specific academic year using the following standard groupings; applications, offers, firm accepts, insurance accepts, confirmed accepts and planned numbers. Reports can be filtered by a variety of categories e.g. College, School, Level, Programme etc.

Latest Applications
This set of reports displays the most current status of applications and provides actual numbers only. Information is available by College/School, Programme, Programme Group, Decision Response and Application Status. Detailed data on individual applications is also available here.

Weekly comparative data
This set of reports compares applications for entry in the next academic year with the previous two years. Summary level information can be filtered by College and School, whereas detailed level information can be filtered at programme level. The data looks at actual numbers as well as the increase/decrease in the various admissions groupings between the years.

Information on projected registrations is also included at this level, alongside the actual number of registered students for entry in a particular academic year and the planned number of entrants expected in the next academic year. SNC and AAB+ filters are also included so that our achievement against the HEFCE Cap and our own plan can be monitored.

Admissions Demographics
This set of reports displays two full years worth of data on applications for a variety of demographics including, Ethnicity, Gender, Age etc. Data can be filtered at College, School and programme level.

5.2 Overview of Registration Reporting Area

The registration area provides summary information about the latest registration statistics and comparative registration statistics (over a 3 year period) in the form of charts and tables. The Registration dashboard is provided as a quick overview with access to further, more detailed, levels of reporting. The user can choose to vary the information viewed by filtering data by Academic Year of Study, Academic Year of Entry and Year of Programme. Further filtering is possible by other information such as:

Standard Filters: College, School, Residency Summary, Mode of Study, Level, Intake, Qualification and IFY

Advanced Filters: New Student Indicator, Fundability, Age on Entry Category, Gender, Domicile Region and Domicile

Registration Latest Reports include the following information: The latest number of registered students against planned numbers in charts and tables that display data at College, School and Programme level. The data is filtered by Academic Year of Study and broken down to display information for All Students, New Students and New Students in the SNC (Student Number Control). Students on Visiting and summer programs have been excluded from these reports.

Registration Comparison Reports include the following information:

 The number of registered students over a three year period, the charts and tables display data at College, School and Programme level.   The data is filtered by Academic Year of Study and broken down to display information for All Students, New Students and those who left after a period of study. In all cases these reports show the latest data for the present Academic Year of Study against the end of the Academic year of Study data for previous years.

The Monthly comparative chart displays the data for each month against the same period in previous years. The Online registration/check-in chart displays a week on week comparison of registration during the main registration period in Semester 1 over three years.

Students on Visiting and summer programs have been excluded from these reports.

Student Profile Reports include the following information:

These reports display Population Profile data for all registered students including Ethnicity, Age/Gender, Disability, Low POLAR (Participation Of Local Areas) and SEC (Social Economic Class). Further Education Profile information can be selected by clicking on the Education Profile button and these include Previous Institution, Entry Tariff, HQE (Highest Qualification on Entry) and the number of students in the AAB+ population. This data has been filtered by Academic year of study.

Student Domicile Reports include the following information: The total numbers of Registered Students by Domicile (country of permanent residence) and UK Region (where Domicile is in the UK) over three years based on Academic year of study. The data by UK Region can be filtered down to display data at Post code Area.

Student Detailed Reports: These report s display information for both registered students and those who are writing up or have left study. They allow the user to view the most detailed results at individual student level and make selections using the filters from the drop down lists in the tables or by selecting the Standard & Advanced filters on the Student Domicile tab. Detailed data tables include Class Lists, Student Details and Student Contact details.

5.3   Overview of Progression Reporting Area (Assessment and Awards)

The Progression area provides summary information on end of year progression, awards and module performance in the form of charts and tables. An initial dashboard is provided with access to further, more detailed, levels of reporting. The user can choose to vary the information viewed by filtering data by Academic Year of Study, Academic Year of Entry and Year of Programme. Further filtering is possible by other information such as:

Standard Filters: College, School, Level, Degree, Mode of Study, Residency, Domicile Region, Registered Student, Registered with Writing Up and Tariff Band

Advanced Filters: Registration Description, Gender, Age Category, BME, Nationality, Domicile, Highest Qualification on Entry Category, Low Participation Area, Socio-Economic Summary and Disability Indicator.

Progression Reports include the following information: Percentage of Taught Students who pass first time; Breakdown of Academic Standing (End of Year Progression codes) for Taught Students; Average Grades achieved by Taught Students; Progression and Continuation rates, including 4-year analysis of UG FT student cohorts ; Total number of students registered onto Programmes broken down by Block.

Awards Reports include the following information: Percentage of Good Degrees Awarded; Breakdowns of classifications awarded to Undergraduate, Postgraduate Taught and Postgraduate Research Students; Total numbers of Awards by Programme.

Module Performance Reports include the following information: Average Grades achieved; Percentage of passes per module; Breakdown of grades achieved; Numbers of Compensated Modules; Numbers of students enrolled onto modules.

Detailed Student Data Reports allow the user to make selections using filters and then view the most detailed results at individual student level. Further Selections on the data can then be made within the resulting data tables. Detailed data tables include Students on Programmes, Students' Awards; Students on Modules; Students on Modules Contact Details; Students Total Module Credits.

Programme Leader View Reports – An additional screen-flow has been designed specifically for programme leaders or other programme-focused users, allowing them to 'short-cut' the more general Dashboard and summary reports in order to access information on a specific programme only. Programme Leaders can select and lock their Programme(s) on a Start screen and will be taken to a special set of screens, with reports only showing data for the selected Programme(s).

5.4   Overview of PGR Reporting Area (Separate Qlikview Model)

The PGR model is split into three areas of reporting; Current PGR Students; PGR Progression; and Doctoral Completion Rates. All three areas present reports at a high level of analysis with the ability for users to filter selections and view the data at an individual student level if required.

Current PGR Students

These reports have been developed to display information about the current PGR student population, which includes PGR students in the current academic year of study and mid-cycle cohorts from the previous academic year of study. This allows for a complete 12 month picture of our current PGR population.

Reports have been developed to display information about currently active students (registered and writing up separate), students currently on an interruption and students who are eligible to register. Standard PGR selection filters, progression point, demographic and cohort year/month filters allow for users to make their own selections depending on the data they require. Users can choose to view detailed student data for these reports.

Reports for current PGR students;
- Active PGR students –currently active PGR students by College & School and registered or writing up status.
- Students by Year of Entry –currently active students by academic year of entry and cohort month and registered or writing up status.
- Progression Points Due –progression points due in the next 6 months for currently active PGR students.
- Overdue Progression Points –overdue progression points (due in current & previous academic years of study) for currently active PGR students.
- Current interruptions –currently interrupted PGR students by College & School.
- Current Eligible to Register - currently eligible to register PGR students by student type (New & Continuing) and College & School.

PGR Progression

These reports have been developed to display comparative academic year analysis of key progression points (Learning Agreement, Interim Assessment & Internal Evaluation) completed and student progression & registration patterns from year to year. Standard PGR and demographic filters allow users to make their own selections depending on the data they require.

Reports for PGR Progression;
- Analysis of Key Progression Point Completion rates – by progression point type plus on time completion comparisons between all 3 key progression point types. The completion rates are based on PGR students being registered in an academic year and the progression point due date falling within the 12 month period from the programme commencement date of that academic year. The charts display an analysis of the % completed on time, over time, and not completed & overdue for the last 3 academic years.

- Completed Overtime Ranges – by Progression Point Type. The overtime ranges charts are based on PGR students being registered in an academic year and the progression point due date falling within the 12 month period from the programme commencement date of that academic year.

Users can choose to view detailed student data for these reports.

- Doctoral Progression by Academic Year of Entry - Rates of progression through a full time and part time Doctoral degree with students registering in year 1 of the programme and progressing through to the subsequent years without interruption or withdrawal. These percentages can be viewed as numbers in detailed tables - the user can also identify the number of interruptions and withdrawals in each programme year and has the ability to expand the table to show the student Banner ID.

Doctoral Completion Rates

These reports have been developed to display comparative analysis of Doctoral completion rates within University timescales of 4 years and 7 years for full time and part time completions, respectively. PGR completion is based on a student being awarded a higher degree by research at PRAB when the award is formally approved. The student's start date and award/PRAB date (Graduation date field in Banner) are used to calculate the length of study for use in the completion rates. Start date and PhD submission date are used to calculate the length of time to submit a thesis in the 'PhD Submission Rates by Academic Year of Award' chart.

Completion rates are calculated by year of entry and year of award using differing methodology – see question mark icons on each chart for details of the methodology used. Standard PGR and demographic filters allow users to make their own selections depending on the data they require. Users can choose to view detailed student data for these reports.