

UCAS & HESA GLOSSARY FOR DISCOVER UNI COURSE MANAGEMENT

UCAS

- ▶ **Collection Tool** – UCAS online database used to maintain provider and course information
- ▶ **UCAS courses download report** – all course details downloaded into a csv file, including the UCASCourseID and UCASProgID codes required by HESA for Discover Uni

HESA

- ▶ **Data Collection System** – providers use this to send their data to HESA
- ▶ **HESA Identity System (IDS)** – governs access to the Data Collection system via assignment of the appropriate role e.g., KIS Submitter role allows access to submit data via the Data Collection System
- ▶ **UCAS report** – displays the latest list of UCASCourseID and UCASProgID pairs provided daily to HESA by UCAS
- ▶ **ProgID and CourseID** – the critical paired course data fields required for the Discover Uni submission
- ▶ **Checkdoc/Check documentation** – excel spreadsheet containing a summary of provider's course data
- ▶ **Checkdoc 1** includes a summary of the provider's input data
- ▶ **Checkdoc 2** includes a summary of the course data alongside NSS, Graduate Outcomes, LEO and student data
- ▶ **HESA Course List Report** – displays the provider's courses for the last three years of student data that are eligible for inclusion in the Discover Uni return

- ▶ **Coding manual** – key technical documents on a webpage for each HESA collection, containing the data collection schedule, data specifications and submission formats
- ▶ **Record Contact** – member of staff at the provider who is the first point of communication for a collection. The role is administered by HESA and the role-holder is responsible for overseeing the provider's data submission, ensuring that deadlines are met and for managing colleagues' roles in the HESA Identity System

UCAS Data Collection Team:
Monday – Friday 08:30 – 17:00
+44 (0) 1242 544 864
coursesdata@ucas.ac.uk

HESA Liaison:
+44 (0) 1242 388 531
liaison@hesa.ac.uk

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