

18 July 2024

Dear Accountable Officer

## **Deadlines and requirements for 2024-25 data returns**

I'm writing to set out deadlines for the routine data returns we are asking you to submit during the 2024-25 academic year (1 August 2024 – 31 July 2025).

Schedule 1 of Annex A includes a notice setting out our detailed requirements and deadlines for these returns.

We wrote to you separately in May to explain the requirements for your Annual Financial Return 2024,<sup>1</sup> including the deadline dates for your provider to submit that return. Those requirements remain in place.

In previous years, we have asked providers registered in the Approved (fee cap) category (other than further education and sixth form colleges) to complete the Higher Education – Business and Community Interaction (HE-BCI) survey. This data is used by Research England to allocate Higher Education Innovation Fund (HEIF) funding and to generate metrics for the Knowledge Exchange Framework. Research England is now working directly with Jisc to continue to collect the HE-BCI survey, and on the development of data collection for knowledge exchange funding and policy purposes. We understand that Research England will publish its expectations for returning this data in an update to its HEIF guidance. The OfS does not use this data in our regulation and so we are no longer including this collection in our requirements.

Please contact Jamie Black at [regulation@officeforstudents.org.uk](mailto:regulation@officeforstudents.org.uk) or on 0117 931 7305 if you have any questions about this letter, or the information contained in its annexes.

Yours sincerely

**David Smy**  
**Deputy Director of Enabling Regulation**

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<sup>1</sup> See [www.officeforstudents.org.uk/publications/deadlines-and-requirements-for-annual-financial-return-2024/](http://www.officeforstudents.org.uk/publications/deadlines-and-requirements-for-annual-financial-return-2024/).

## **Annex A: Information requirements**

**To:** The governing body, xxxxxxxx (the “Provider”)

### **Notice under general ongoing condition of registration F3: Provision of information to the Office for Students (‘OfS’) and general ongoing condition of registration F4: Provision of information to the Designated Data Body**

#### **Whereas:**

(A) The Provider was registered by the OfS in accordance with section 3 of the Higher Education and Research Act 2017 (HERA) on the Register of English Higher Education Providers.

(B) For the purpose of assisting the OfS in performing any function, or exercising any power, conferred under any legislation, the OfS has the power under general ongoing condition F3(i) and by virtue of section 8(1)(b) of HERA to compel the governing body of a registered English higher education provider to provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time manner and form specified.

(C) For the purposes of the Designated Data Body’s duties under sections 64(1) and 65(1) of HERA, the provider must provide the Designated Data Body with such information as the Designated Data Body specifies at the time and in the manner and form specified by the Designated Data Body.

#### **Therefore:**

Pursuant to general ongoing condition of registration F3 and F4, the Provider is required to provide the Specified Information at the Specified Time and in the Specified Manner.

#### **Definitions:**

“Designated Data Body” (DDB) means Jisc, the designated body as defined in section 66 of HERA.

“Specified Information” means the Notice (Schedule 1 and Schedule 2), which sets out the requirements for the provision of information to the Designated Data Body (Condition F4) or to the OfS, or an external provider nominated by the OfS (Condition F3).

“Specified Manner” means the Specified Information must:

- i. In respect of the Collection organisation at each row of the table at paragraph 6 of Schedule 1 or paragraph 12 of Schedule 2 of this Notice, be provided to the Designated Data Body via its data collection system; the OfS via the OfS Portal or an external provider nominated by the OfS using its specified systems for each data return requirement.
- ii. In respect of the Collection organisation at each row of the table at paragraph 6 of Schedule 1 or paragraph 12 of Schedule 2 of this Notice, comply fully with guidance issued by the Designated Data Body, the OfS or an external provider nominated by the OfS for each data return requirement.
- iii. Adhere fully to the Relevant Code of Practice for higher education data.

- iv. In respect of the Sign-off required by at each row of the table at paragraph 6 of Schedule 1 and paragraph 12 of Schedule 2 of this Notice, be signed off by the specified provider contact listed in each row at column 5 of the table.

“Specified Time” means the deadline for provision of each collection to the Designated Data Body, the OfS or an external provider nominated by the OfS as set out in the column ‘Sign-off deadline’ of each row of the table at paragraph 6 of Schedule 1 or paragraph 12 of Schedule 2 of this Notice.

“The Relevant Code of Practice” means the code of practice published by the Designated Data Body which outlines the principles that apply to all data preparation and collection by higher education providers.<sup>2</sup>

**Signed on behalf of the OfS and authorised for that purpose:**

**David Smy**  
**Deputy Director of Enabling Regulation**

**Date:** 18 July 2024

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<sup>2</sup> “The Relevant Code of Practice” currently refers to the Supply Side Code of Practice published on the HESA website, managed by Jisc: <https://www.hesa.ac.uk/innovation/data-landscape/Codes-of-practice/Supply-side>.

### Schedule 1: Data returns for providers registered in the Approved (fee cap) category

1. The table below sets out the data returns that providers registered in the Approved (fee cap) category are required to submit. There are different requirements for further education and sixth form colleges: these are shown in column 4 of the table below.
2. If your provider has changed registration category during or before the 2023-24 academic year, you are required to submit data returns applicable to the new registration category.
3. The collection organisation (as listed in the table below) will issue detailed guidance on the time, format and coverage of the individual data returns.
4. Some data returns have interim dates before the final deadline, for example for data verification processes, and you are required to meet all applicable deadlines.
5. The reasons for collecting data listed are not exhaustive and the OfS reserves the right to use information collected for any relevant function, including as set out in the Higher Education and Research Act 2017.
6. If you do not have any reportable activity within the coverage of a return, you are required to make a nil return. For example, a new provider might not have any qualifying students within the coverage of the Graduate Outcomes return. Deadlines for nil returns may not match final sign-off deadlines, and you should refer to detailed guidance from the collection organisation for further information.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Discover Uni record (formerly Unistats) (2024-25)	DDB	A provider will need to submit information about courses that it will offer to its students. This helps prospective higher education students to make decisions about what and where to study.  Further information: <a href="https://www.hesa.ac.uk/collection/c24061">https://www.hesa.ac.uk/collection/c24061</a>	All providers	Accountable officer	23 August 2024 or two calendar months after the date of the provider's registration (whichever is later)
Annual fee information	OfS	A provider will need to submit information on the maximum fees that it wishes to charge 'qualifying persons' in connection	Providers intending to charge fees	Accountable officer	18 October 2024

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		<p>with each 'qualifying course' provided in 2025-26.</p> <p>The data is used to fulfil the duty in section 11 of HERA.</p> <p>Guidance on submission requirements will be published on the OfS website in the autumn.</p>	<p>above the basic fee level for 2025-26</p>		
<p>Student record (2023-24)</p>	<p>DDB</p>	<p>A provider will need to submit details of individual students and the courses they are studying.</p> <p>The data collected underpins the OfS's regulatory approach.</p> <p>Further information: <a href="https://www.hesa.ac.uk/collection/23056">https://www.hesa.ac.uk/collection/23056</a></p>	<p>All excluding further education and sixth form colleges</p>	<p>Accountable officer</p>	<p>1 November 2024</p>
<p>Medical and Dental Students survey 2024</p>	<p>OfS</p>	<p>A provider with eligible medicine or dentistry courses will need to submit data relating to the intake of medical and dental students. Only providers with eligible medicine or dentistry courses will be asked to submit this return; a nil return will not be required from other providers.</p> <p>The data is used to monitor medical and dental recruitment and to inform funding allocations.</p> <p>Guidance on submission requirements will be published on the OfS website in the autumn.</p>	<p>All with eligible medicine or dentistry courses</p>	<p>Accountable officer</p>	<p>8 November 2024</p>

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Graduate Outcomes Survey (2023-24)	DDB	<p>A provider will need to engage with the Graduate Outcomes survey, including submitting and approving contact details for students who have completed their studies, who will then be surveyed by the DDB. For further education and sixth form colleges, initial contact details will be sourced from the Individualised Learner Record (ILR) but will still need checking.</p> <p>The graduate outcomes survey is used to understand student progression and outcomes, including to inform student choice.</p> <p>Further information:  <a href="https://www.hesa.ac.uk/collection">https://www.hesa.ac.uk/collection</a></p>	All providers	Once the Student record has been signed off by the accountable officer, the ability to approve these contact details will become available on the system. The provider will need to approve these contact details by pressing the approval button on the system.	<p>15 November 2024 (Cohort A – for providers that have completed the Student record)</p> <p>13 December 2024 (Cohort A – for further education and sixth form colleges)</p> <p>14 February 2025 (Cohort B)</p> <p>16 May 2025 (Cohort C)</p> <p>15 August 2025 (Cohort D)</p>
Staff record (2023-24)	DDB	<p>A provider will need to submit demographic and contract information for academic staff it employs and its governors.</p> <p>The data is used by the OfS and by UK Research and Innovation (UKRI) and the Department for Education, to understand the makeup of the academic and research workforce.</p>	All excluding further education and sixth form colleges	Accountable officer	18 November 2024

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		Further information: <a href="https://www.hesa.ac.uk/collection/c23025">https://www.hesa.ac.uk/collection/c23025</a>			
Aggregate offshore record (2023-24)	DDB	<p>A provider will need to submit information about the number of students studying overseas who are either registered with it or studying towards its awards.</p> <p>The data is used to understand the nature and extent of providers' offshore activity and for general monitoring purposes.</p> <p>Further information: <a href="https://www.hesa.ac.uk/collection/c23052">https://www.hesa.ac.uk/collection/c23052</a></p>	All excluding further education and sixth form colleges	Accountable officer	18 November 2024
National Student Survey (NSS) 2025	Contractor	<p>A provider will need to:</p> <ol style="list-style-type: none"> <li>a. Populate its NSS 2025 sample templates with contact details for all students on its target list.</li> <li>b. Review and/or update its NSS provider contact details.</li> <li>c. Submit its 'My survey options' form.</li> </ol> <p>Instructions on how to supply this information will be included in the NSS 2025 set-up guide to be issued in late October 2024 by the contractor working on behalf of the OfS and the UK funding and regulatory bodies.</p> <p>The NSS is used to improve the student experience and inform student choice. It is a key component of the quality and</p>	All providers	Not applicable	29 November 2024

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		<p>regulatory landscape in UK higher education and is used to support public accountability.</p> <p>Further information:  <a href="http://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/">www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/</a></p>			
Prevent accountability and data return	OfS	<p>A provider will need to submit a set of declarations confirming that it has continued to show due regard to the Prevent duty.</p> <p>It will also need to submit data on key areas of the Prevent duty: welfare, events and external speakers, and training.</p> <p>These are used to provide assurance that providers continue to demonstrate due regard to the Prevent duty.</p>	<p>All providers that have received both a detailed assessment outcome and Prevent review meeting outcome by 1 August 2024.</p> <p>Excluding further education and sixth form colleges</p>	Governing body or an individual who has received delegated authority from the governing body	2 December 2024
Higher Education Students	OfS	A provider will need to submit data on the number of higher education students studying in the 2024-25 academic year.	All providers	Accountable officer	31 January 2025



1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Early Statistics survey 2024-25 (HESES24)		The data is used to inform funding allocations.  Updated guidance on submission requirements will be published on the OfS website in the autumn.			
TRAC 2023-24 <sup>3</sup>	OfS	A provider will need to submit a Transparent Approach to Costing (TRAC) return that has been reviewed and approved as set out in guidance.  The data is used to understand the application of costs across activity, including cross subsidies in higher education. It is also used by UKRI and other public funders for funding purposes.  Further information: <a href="https://www.trac.ac.uk/tracguidance/">https://www.trac.ac.uk/tracguidance/</a>	Only providers that were required to submit a TRAC return for 2022-23	Accountable officer	31 January 2025
Annual capital monitoring 2024-25 (1 April 2024 to 31 March 2025)	OfS	This is used to provide assurance that capital funding has been used in line with OfS terms and conditions of funding, and to evidence the impact of capital grants at individual providers.  Further information about annual reporting will be published in spring 2025. The format will be similar to previous years.  If the monitoring information is not submitted by the deadline, the OfS will seek	All providers in receipt of OfS competitive capital funding in financial year 2024-25.  All providers in receipt of	Accountable officer	Annual report sign-off: 16 April 2025

<sup>3</sup> TRAC for Teaching (TRAC(T)) is no longer collected by the OfS.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		to reclaim the capital funding provided during the year.	OfS formula capital allocation in financial year 2024-25.		
Provider profile (2024-25)	DDB	A provider will need to submit information about the location of its campuses and its internal organisation. This data allows the OfS and others to understand the geographic distribution of higher education. Further information: <a href="https://www.hesa.ac.uk/collection">https://www.hesa.ac.uk/collection</a>	All excluding further education and sixth form colleges	Accountable officer	24 June 2025
Individualised Learner Record (ILR) (2023-24)	Education and Skills Funding Agency (ESFA)	A provider will need to submit details of individual students and the courses they are studying. The data collected underpins the OfS's regulatory approach. Further information: <a href="https://www.gov.uk/government/collections/individualised-learner-record-ilr">https://www.gov.uk/government/collections/individualised-learner-record-ilr</a>	Further education and sixth form colleges only	Aligned with ESFA requirements	Aligned with ESFA deadline