**UCAS & HESA Glossary for Unistats course management**

**UCAS**

* Collection Tool – UCAS online database used to maintain provider and course information (formerly called Course Collect)
* UCAS courses download report – all course details downloaded into a csv file, including the UCASCourseID and UCASProgID codes required by HESA for Unistats.

**HESA**

* Data Collection System – providers use this to send their data to HESA
* HESA Identity System (IDS) – governs access to HESA systems, including the Data Collection System, via assignment of the appropriate role
* 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 Unistats submission.
* HESA Identity System – 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
* 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 Unistats 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, 01242 544864, [coursesdata@ucas.ac.uk](mailto:coursesdata@ucas.ac.uk)

HESA Liaison: Monday – Friday 09.00 – 17.00, 01242 388531, Liaison@hesa.ac.uk