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To
Address1
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9 March 2012

Dear XX

Key Information Set data returns

I am writing to provide details of how to return your data for the Key Information Set (KIS). Full documentation on the KIS can be found at www.hesa.ac.uk/C12061. You will be able to return data to us from 29 March 2012. The deadline for submission of the return is **22 August 2012**. The submission must also be signed off as being correct by the head of institution on this date. Further details of the sign-off process will be sent to heads of institutions during the summer.

Your KIS data should be returned via the HEFCE extranet at https://extranet.hedata.ac.uk. Guidance on accessing and using the extranet, including the 'keys' you will require to access the submissions system, is included in Annex A.

You can make unlimited test returns of KIS data via this process. Each return will overwrite the contents of the previous return. We will use the data from the final return you make in the published Key Information Sets. HEFCE will not routinely inspect or scrutinise returns made by institutions through the extranet. It is institutions' responsibility to ensure that returns made to the KIS are correct; the output from the extranet will include a number of tools to assist institutions in their checking.

We will link your data to DLHE and NSS data when these become available in early July, and will email you when reports incorporating these data are available. We will also email you if we make any additions to the reports that are generated by the submission facility. At this time you will be able to see the full data that will appear on Unistats and this will include NSS and DLHE. This will not be the full set of NSS and DLHE data as it will only be for those courses for which a KIS is produced. The data will be included in the output from our extranet and will be in Excel.

Following the recent HESA KIS seminars we are currently updating the technical guidance. This will be finalised by 29 March and will be available on the HESA website. Full technical guidance on the widget will also be available at this time.

If you have any difficulties accessing or submitting data to the extranet, please contact Jessica Hicks (tel. 0117 931 7473, e-mail: j.hicks@hefce.ac.uk). For higher education institutions queries regarding the KIS should be directed to liaison@hesa.ac.uk, for further education colleges queries should be directed to kis@hefce.ac.uk

Yours sincerely

Richard Puttock
Head of Data and Management Information
HEFCE

Annex A: Accessing the HEFCE Extranet

1.   You can log in to the HEFCE extranet, an encrypted and authenticated web-site, https://extranet.hedata.ac.uk, using an e-mail address that has been registered on the site.

2.   If you have used the HEFCE extranet before, log in using your registered e-mail address and password.

     a.   If you have forgotten your password, click the 'request a new one' link and another password will be sent to you by e-mail. **You will then need to change this new password within one week.**

     b.   If your account has expired you will need to 'refresh' it. You will be asked to re-enter your **organisation key**: you can find this in paragraph 4 below.

3.   Once you have logged in, click the Join a group link located in the right-hand side Navigation panel and enter the **group key** found in paragraph 4 below. Then click Join group.

4.   If you have not previously used the HEFCE extranet, you will need to register:

     a.   Follow the Register link on the login page.

     b.   Enter your e-mail address, and choose a password (at least eight characters, containing both letters and numbers).

     c.   Enter the organisation key and group key:

          Organisation key: xxxx-xxxxxxxx

          Group key: xxxx-xxxxxxxx

     d.   Click the Register button.

     e.   If registration was successful you will be able to follow a 'login' link to the main login page, where you will be able to log in.

5.   Once you have logged in and joined the group, select the HEFCE resources folder from the main 'All resources' page.

6.   Follow the Key Information Set Data return link, under the Applications heading.

7.   Click the Upload button. Click Browse to find the location of your completed form. Once the file has been selected, click Upload file.   You may upload an xml file conforming to the schema published at www.hesa.ac.uk/C12061 or a zip file containing an xml file conforming to this schema.

8.   Submitting the file may take up to a few minutes, depending on how busy the server is. Click the 'Status' link to refresh your screen and see if your transaction is:

     a.   queued – the figure in brackets shows the position in the queue;

     b.   processing – data are being transferred;

     c.   completed – the processing is complete.

9.   Once processing is complete you will be able to download a results package. This contains reports showing the data that was extracted from your upload, the data we have linked from other data sources such as the NSS, and details of any validation errors that were encountered.

10.   You can make unlimited test returns of KIS data via this process. Each return will overwrite the contents of the previous return. We will use the data from the final return you make in the published Key Information Sets.

11.   If you have any difficulties in downloading or submitting your files, please contact Jessica Hicks (tel. 0117 931 7473, e-mail: j.hicks@hefce.ac.uk).