



Data Requirements

This document provides information regarding the kind of student data that should be exported to **back on course**. It also details how this data should be saved and formatted prior to transfer.

Setting up your query

back on course requests the details of students who meet the following criteria:

- full time
- undergraduate
- UK domiciled
- withdrawn from your institution without completing a degree, either in this academic year or the one preceding it

Please be cautious to exclude students:

- who have changed course within your institution
- whose entry on your system may have changed but are still at your institution
- who are studying for postgraduate qualifications e.g. PGCE, MA
- whose home address is outside the UK (BFPO addresses are accepted)

Required fields (with UCAS Personal ID)

The UCAS Personal ID (a ten digit number assigned to students when they make a UCAS application) is an important part of **back on course**'s record keeping, and is used by UCAS to match students with data already held on them.

If you are able to supply the UCAS Personal ID then we will require the following fields from you:

- UCAS Personal ID
- surname
- forename(s)
- date of birth
- permanent address (including postcode)
- permanent telephone number
- external email address (not the .ac.uk address allocated by your institution)
- alternate email (if available)
- mobile phone number (if available)

Email addresses and mobile phone numbers greatly increase our chances of being able to contact a student and offer a guidance interview. If you have these details on record they will be very useful to the project.

Additional required fields in the absence of UCAS Personal ID

If your data includes students who were never allocated a UCAS Personal ID (perhaps due to applying directly to your institution) then please supply the fields requested above but leave the Personal ID field blank for those students.

If your data includes students who were allocated a UCAS Personal ID but you are unable to extract this ID, please provide the following additional details for your students:

- date student began study
- title of course withdrawn from
- sex

We will then request that UCAS search their records to locate the Personal IDs, but please be aware that this will result in a delay to our contact with your students.

Presenting data

Data should be saved as a spreadsheet in either .xls or .xlsx format. Please refer to the **back on course** Data Template spreadsheet for an example of how to present your data. Certain fields, such as “date of birth” have notes on the formatting of that field (eg. dd/mm/yyyy). Please disregard the last three columns on the right hand side of the spreadsheet unless you are unable to supply UCAS Personal IDs for students that have been allocated them.

Please ensure that your filename does not contain any spaces, and instead makes use of underscores “_”. The filename should begin with “BOC”, followed by the name of your institution, and the current month and year. For example, “BOC_TheOpenUniversity_July2011”.

For further information

Please refer to the *Guidance for Data Transfer* document for instructions on sending your data file to **back on course**.

You are welcome to contact the **back on course** coordinator on 0161 902 3611 if you have any questions about this process.