Higher Education Collection Data

Collection and Timing Matrix for 2009

The following timing matrix should be read in conjunction with the relevant scope documents.

STUDENT DATA SUBMISSIONS

			2008					2009												2010				
Course and Campus Submission	**Data to be Included**	**Files Required**	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Course of Study File	Data for all courses to be offered in 2009	once each year	1																					
Campus File	Data for all courses at the campus level to be offered in 2009	once each year	1																					
Student Submissions	**Data to be Included**																							
Student Load Liability File	All domestic and overseas higher education students	4 times a year										31			31		31					31		
Commonwealth Assisted Students File	All Commonwealth assisted students (ATO data)	4 times a year										31			31		31					31		
Student Enrolment File	All domestic and overseas higher education students	4 times a year										31			31		31					31		
Revisions File	Revisions and remissions - Data may be provided for 2005 onwards	as required																						
Student OS-HELP File	All students who are in receipt of an OS-HELP loan	each half year													31							31		
Past Course Completions File	All students completing a course in the year prior to the collection year	once each year																					30	
Unit of Study Completions File	Students' completion status for units undertaken in the collection year	once each year																				31		
Electronic Commonwealth Assistance Fil	Students who complete an Electronic Commonwealth Assistance Form (ATO data)	each half year													31							31		
Commonwealth Scholarships	**Data to be Included**																							
Continuing Scholarship Holders	Data for all continuing scholarship recipients	each half year													31							31		
CAS-Indigenous Payment Scholarship	Data for CAS-Indigenous payment scholarship recipients.	Within 15 days of census date																						
All other commencing scholarship data	Data for all other commencing scholarship recipients.	Within 15 days of census date																						

(a) Student data to be reported at 31 May 2009 is for units of study with a census date between 1 January and 31 March 2009.

(b) Student data to be reported 31 August 2009 is for units of study with a census date between 1 April and 30 June 2009.

(c) Student data to be reported 31 October 2009 is for units of study with a census date between 1 July and 31 August 2009.

(d) Student data to be reported 31 March 2010 is for units of study with a census date between 1 September and 31 December 2009

1st half year – Unit of study census dates between 1 January and 30 June

2nd half year – Unit of study census dates between 1 July and 31 December

STAFF SUBMISSIONS

(**NOTE**: Only to be submitted by Table A, B and C providers. Private providers are not required to submit staff data)

			2008					2009												2010				
Staff Data Submission	**Data to be included in submission**		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Full-Time/Fractional Full-Time and Estimated Casual Staff submissions	Full time/fractional full-time staff data as at 31 March of the reference year	once each year											30											
Actual Casual	Actual casual staff as at 31 December of the year prior to the reference year	once each year											30											