

HIGHER EDUCATION DATA COLLECTIONS

Timing Matrix for 2011 Reporting Year STUDENT

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

STUDENT DATA SUBMISSIONS DATA REQUIREMENTS FOR 2011 REPORTING YEAR																										
Submission	Files included in submission	Data to be Included	Submissions required	2010					2011					2012												
				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	Course of Study (CO) File	Data for all courses to be offered in 2011	once each year	1																						
Campus	Campus (CM) File	Data for all courses at the campus level to be offered in 2011	once each year	1																						
Student	Student Enrolment (EN) File	All domestic and overseas higher education students	up to 4 times a year depending on census dates																							
	Student Load/Liability (LL) File	All domestic and overseas higher education students																								
	Commonwealth Assisted Students HELP-Due (DU) File	All Commonwealth assisted students (ATO data)																								
Student Revision	Student Revision (SR) File	Revisions and remissions - Data may be provided for 2005 onwards																								
	Revised Load/Liability (RL) File																									
OS-HELP	OS-HELP (OS) File	All students who are in receipt of an OS-HELP loan	each half year ^(e)																							
OS-HELP Revisions	OS-HELP Revision (OR) File	Revisions and remissions - Data may be provided for 2005 onwards																								
	Revised OS-HELP (RO) File																									
Electronic Commonwealth Assistance Form	Electronic Commonwealth Assistance Form (PO) File	Students who complete an Electronic Commonwealth Assistance Form (ATO data)	each half year ^(e)																							
Unit of Study Completions	Student Unit of Study Completion (CU) File	Students' completion status for units undertaken in the collection year	once each year																							
Past Course Completions	Past Course Completions (PS) File	All students completing a course in the year prior to the collection year	once each year																							
Commonwealth Scholarships	Commonwealth Scholarship (CS) File	Data for all offers made	twice per year ^(f)																							
		Data for all continuing scholarship recipients	each half year ^(e)																							
		Data for all other commencing scholarship recipients.	Within 15 days of census date																							

Notes - Census Dates

- (a) Student data to be reported 31 May 2011 is for units of study with a census date between 1 January and 31 March 2011.
- (b) Student data to be reported 31 August 2011 is for units of study with a census date between 1 April and 30 June 2011.
- (c) Student data to be reported 31 October 2011 is for units of study with a census date between 1 July and 31 August 2011.
- (d) Student data to be reported 31 March 2012 is for units of study with a census date between 1 September and 31 December 2011
- (e) 1st half year – Unit of study census dates between 1 January and 30 June 2011
2nd half year – Unit of study census dates between 1 July and 31 December 2011
- (f) Commonwealth Scholarship (CS) Offers submission date 15 January 2011 to be reported manually to Scholarships Unit at DEEWR for offers up to 15 January 2011 made to students for the 2011 reporting year.
- (g) Commonwealth Scholarship (CS) Offers submission date 22 June 2011 to be reported through the HEIMS Administration Application (WebServices) for offers up to 22 June 2011 made to students for the 2011 reporting year.