

# HIGHER EDUCATION DATA COLLECTIONS

## Timing Matrix for 2012 Reporting Year STUDENT

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

STUDENT DATA SUBMISSIONS DATA REQUIREMENTS FOR 2012 REPORTING YEAR																										
Submission	Files included in submission	Data to be Included	Submissions required	2011					2012												2013					
				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			once each year	1																						
Campus			once each year	1																						
Student			up to 4 times a year																							
	Student Enrolment (EN) File	All domestic and overseas higher education students																								
	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)																								
SA-HELP			each half year <sup>(e)</sup>																							
	SA-HELP (SA) File																									
	Commonwealth Assisted Students HELP-Due (DU) File	Students who defer all or part of their Student and Amenities fee through the SA-HELP scheme																								
OS-HELP			each half year <sup>(e)</sup>																							
	OS-HELP (OS) File																									
	Commonwealth Assisted Students HELP-Due (DU) File	All students who are in receipt of an OS-HELP loan																								
Electronic Commonwealth Assistance Form			each half year <sup>(e)</sup>																							
	Electronic Commonwealth Assistance Form (PO) File	Students who complete an Electronic Commonwealth Assistance Form (ATO data )																								
Unit of Study Completions			once each year																							
	Student Unit of Study Completion (CU) File	Students' completion status for units undertaken in the collection year																								
Past Course Completions			once each year																							
	Past Course Completions (PS) File	All students completing a course in the year prior to the collection year																								
Commonwealth Scholarships			twice per year <sup>(f)</sup>																							
		Data for all offers made																								
	Commonwealth Scholarship (CS) File	Data for all continuing scholarship recipients																								
		Data for all commencing scholarship recipients																								
Revisions																										
	Student Revision (SR) File & Revised Load/Liability (RL) File	Revisions and remissions - Data may be provided for 2005 onwards																								
	OS-HELP Revision (OR) File & Revised OS-HELP (RO) File	Revisions and remissions - Data may be provided for 2005 onwards																								

### Notes - Census Dates

(a) Student data to be reported 31 May 2012 is for units of study with a census date between 1 January and 31 March 2012.

(b) Student data to be reported 31 August 2012 is for units of study with a census date between 1 April and 30 June 2012.

(c) Student data to be reported 31 October 2012 is for units of study with a census date between 1 July and 31 August 2012.

(d) Student data to be reported 31 March 2013 is for units of study with a census date between 1 September and 31 December 2012

(e) 1st half year – Unit of study census dates/debt incurral date between 1 January and 30 June 2012

2nd half year – Unit of study census dates/debt incurral date between 1 July and 31 December 2012

(f) Commonwealth Scholarship (CS) Offers submission date 22 January 2012 to be reported through the HEIMS Administration Application (WebServices) for offers up to 22 January 2012 made to students for the 2012 reporting year.

(g) Commonwealth Scholarship (CS) Offers submission date 15 June 2012 to be reported through the HEIMS Administration Application (WebServices) for offers up to 15 June 2012 made to students for the 2012 reporting year.

Higher Education Data Collections

Ministerial Notice: 11 March 2011

Document last updated: 6 January 2012