Ethnicity in admissions data

UCAS

Equality Challenge Unit

This Q&A flyer has been developed by UCAS, in conjunction with Equality Challenge Unit, to support you in getting access to your provider's ethnicity data, which you will need to complete an application for the Equality Challenge Unit's Race Equality Charter.

When can I find out about the ethnicity of our applicants?

You will be able to access various data sets or views depending on the time in the cycle. At the end of each admissions cycle, in November every year, UCAS provides information to each course provider about the ethnicity of all their accepted applicants for the cycle closing in that September. In November 2016, the data will relate to the previous cycle which will be considered to have 'closed' in October 2016.

Note:
- This is sometimes referred to as 'UCAS data for HESA' or as a *J transaction.
- The information is based on applicants' declarations, and is not checked for accuracy by UCAS. UCAS only asks for the ethnicity of applicants who have answered 'Yes' to the question 'Is your permanent home in the UK?', therefore ethnicity data from UCAS only relates to UK domiciled applicants.
- This is sensitive personal data as defined by the Data Protection Act 1998.

At the same time as *J data is released (at the end of the cycle, for accepted applicants only), ethnicity data on all applicants is also made available – i.e., for both received applications and placed applicants. This is often referred to as *X data and is made available on request and only at the end of the admissions cycle. The data relates to your course provider only. There is no charge for data from the last two cycles, but older data may be charged for.

You can access this data by calling the HEP Service Desk on 01242 545 734, or by emailing your request to hepservicedesk@ucas.ac.uk.

Note:
- This is also sensitive personal data as defined by the Data Protection Act 1998.

There are other times when you will receive information about the ethnicity of individual applicants who have been accepted onto your higher education courses. For example, when an applicant accepts a place, you will receive a full breakdown of the information that has been provided in their UCAS application. This could be at any point during the UCAS Undergraduate scheme cycle, or during the Clearing process.

How can I access the data?

Methods of accessing UCAS data varies between providers. For example, at your provider, you may have chosen to use a link product such as odbc-link, xml-link, or web-link. An alternative would be for you to download EXACT data after the end of the cycle using the Secure File Transfer Server 'Move IT'. More information about EXACT is provided overleaf.

Can I access the data myself, or is access restricted to a designated person at my provider?

The person at your provider whose job it is to access UCAS data will need to be formally registered with UCAS as the 'UCAS Primary Correspondent' in order to receive it, and will be issued by UCAS with secure sign in details by our Higher Education Provider (HEP) Team. There are strict rules governing access to and use of individuals' personal data, as set out in the Data Protection Act 1998. The UCAS Primary Correspondent can approve two designated people to have access to Move IT. The UCAS Primary Correspondent is usually a member of your central admissions team. However, not all providers operate admissions centrally – some have devolved responsibility to individual faculties. If this is the case at your provider, you may need to approach each faculty individually.

What options can applicants choose from to describe their ethnic origin?

Below is a table showing the list of ethnic origins that applicants can choose from when applying through the UCAS Undergraduate scheme.

Note: UCAS and HESA codes differ in some cases and are included in the table below for ease of reference. In some cases, there are conditions for exposing certain codes – an explanation is provided underneath the table.

	UCAS	HESA	
White	11	10	White
		13	White – Scottish
		14	Irish Traveller
Gypsy, Traveller, or Irish Traveller	16	15	Gypsy or Traveller
		19	Other White background
Black – Caribbean	21	21	Black or Black British – Caribbean
Black – African	22	22	Black or Black British – African
Black – Other	29	29	Other Black background
Asian – Indian	31	31	Asian or Asian British – Indian
Asian – Pakistani	32	32	Asian or Asian British – Pakistani
Asian – Bangladeshi	33	33	Asian or Asian British – Bangladeshi
Asian – Chinese	34	34	Chinese
Asian – Other	39	39	Other Asian background
White/Black Caribbean	41	41	Mixed White and Black Caribbean
White/Black African	42	42	Mixed White and Black African
White and Asian	43	43	Mixed White and Asian
Other Mixed	49	49	Other Mixed background
Arab	50	50	Arab
Other	80	80	Other Ethnic background
Not given (Home)	90	98	Information refused
Not given	98	98	Information refused
Not given (Overseas)	99	90	Not known

Note that code 14 (Irish Traveller) is available to providers in Northern Ireland only. Codes 13 (White – Scottish) and 19 (Other White background) are available to providers in Scotland only. These codes are not collected by UCAS but must be used when appropriate by providers in Northern Ireland or Scotland.

Is it possible to see data on ethnicity from previous years?

In spring each year, UCAS makes available, free of charge, an extract from our EXACT service, providing individual-level data from 2004, up to and including the last cycle. Our next extract will be provided in May/June 2016, and will include 2015 cycle data on ethnic groups.

For analytical purposes, the definitions available in EXACT are slightly different to the information provided in the table above. In the EXACT data, UCAS provides both 'summary level' and 'detailed level' information.

Note: The data is available for UK domiciled applicants only, and all values in 'White' are displayed as 'White' at both summary and detailed level.

Ethnic group (summary level)   High level grouping of ethnic origin as declared by the applicant: White, Black, Asian, Mixed, Other, Unknown.

Ethnic group (detailed level)   Low level grouping of ethnic origin as declared by the applicant: White, Black – Caribbean, Black – African, Black – Other Black background, Asian – Indian, Asian – Pakistani, Asian – Bangladeshi, Asian – Chinese, Asian – Other Asian background, Mixed – White and Black Caribbean, Mixed – White and Black African, Mixed – White and Asian, Mixed – Other mixed background, Other, Unknown.

When can I view this data?

The EXACT data is available for providers to download for a limited time period of two to three weeks each year, towards the end of May/beginning of June. Again, your UCAS Primary Correspondent, or one of their two nominees, is the person you should approach at your provider to have access to the data.

More information about EXACT

Whilst providers are not charged for their own EXACT data, **EXACT** is a UCAS Media service that you can use to create new data sets to a particular specification. It is based around a growing set of 50 variables, covering applicants and provision from our published data sets. These can be used to subset and specify UCAS Undergraduate data in any combination. Statistics including number of applicants, applications, offers, replies, and acceptances can be requested for the chosen specification.

Data from EXACT is aggregated and anonymised and can be supplied in a number of different file formats, allowing you to present the data directly in PDF format, or to import into software for further analysis through comma separated variable (CSV) format. You can see an example at **www.ucas.com/exact**.

For more information on EXACT, please email **exact@ucas.ac.uk**.

For more information on ECU's Race Equality Charter, please email racecharter@ecu.ac.uk.

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