**Annual Course Review Data Report Guidance**

**Progression Summary**

There are two versions of the progression summary report – the ‘New Summary Progress Report by Department’ shows data at departmental level and the ‘New Summary Progress Report Course’ has data at course level.

The departmental level report can be run for all courses or a sub-selection of single-major, joint-major or major-minor courses. It contains a drill down from the academic year to a report that shows a list of all the courses that had students on them in that academic year and contributed to the data in the main report.

**Obtaining the reports**

The reports are available as Web Reports and data from the previous year will usually become available towards the end of October. These can be accessed by logging into [Cognos 10](https://cognos.admin.sussex.ac.uk/cognos10/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/main.xts&startwel=yes) with a Sussex username and password.

**Reading the reports**

The report selects all undergraduate full-time students following degree courses – home and overseas. The year of the course is shown from left to right. Academic years are shown in the rows of the report. Each row relates to what happened to the various course years (stages) in each academic year. Trends affecting specific stages of courses over the last few years may be spotted by looking at data in columns. The progress of a given entry cohort year may be tracked by following the data diagonally from top left to bottom right. Data under Outcomes is the breakdown of the exit cohort for the academic year in question.

**Figures in each cell**

In

Start

Number of students coming into course period for academic year at start of year = External Entry, Progress In, End Twd In, Repeat Year in, Jumped year in (e.g. exempt from Year Abroad or Sandwich Year)

Tfer In

Number of students transferring in from other departments (in the course level report this is the number of students transferring in from other courses)

Total

Total of students on courses (may occasionally be slightly overstated because a student may be on more than one course belonging to department in a given academic year)

Out

Other

Number of students who have gone on intermission, repeating year, skipped year abroad.

Tfer Out

Number of students transferring out to other departments (in the course level report this is the number of students transferring out to other courses)

PWD

Number of students who have permanently withdrawn. For Years 0 to 2 this figure includes permanent withdrawals due to failures (for years 3 and 4 failures are included in the outcomes box)

PWD%

Permanent withdrawal rate. % of total students for department (or course) period/academic year). The University average PWD rate for each period/academic year is given under each cell for comparative purposes.

**NOTE**

Small discrepancies can be found when one tries to track a diagonal cohort. These arise as a result of student movements particularly temporary withdrawals which are not easily summarised in this format. Small discrepancies between year 3 and 4 numbers and outcomes are likely to be due to retrospective transfers, results pending and transfers within a department to courses with a different qualification.

**Comparative information and how to pursue detailed queries**

Comparative data is published centrally by Student Systems and is usually available in November. Data can be downloaded from the following URL:

<http://www.sussex.ac.uk/studentsystems/data/digest>

Areas covered are:

* [Undergraduate Student Summary](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/ugs.php)
* [Postgraduate Student Summary](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/pgs.php)
* [Age on Entry Analysis](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/age.php)
* [Undergraduate Gender Analysis](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/uga.php)
* [Postgraduate Gender Analysis](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/pga.php)
* [Undergraduate Ethnicity Analysis](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/uge.php)
* [Postgraduate Ethnicity Analysis](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/pge.php)
* [Disability Data](http://www.sussex.ac.uk/Units/sso/studata/digest/dig2007/asd.php)

ADQE Office

Revised October 2018