

# Definitions to assist with understanding the HEQCIS Processes

## Acronyms

HEQCIS:	Higher Education Quality Committee Information System
SAQA:	South African Qualifications Authority
NLRD:	National Learners' Records Database
PHEI:	Private Higher Education Institution

## Submission cycle

PHEIs submit data to the HEQCIS, which in turn submits data to the NLRD twice a year, from 15 January to 15 February and 15 July to 15 August each year (according to the Minimum Standard set by the NLRD for all sources that submit data to it). The data has to be extracted from the HEQCIS a month before submission to the NLRD, and then formatted for submission.

This means that the last date for submission to the HEQCIS in order for data to be included in the January NLRD submission is 15 December, and the last date for inclusion in the July submission is 15 June.

Furthermore, it means that data submitted from 16 June until 15 December is included in the June-to-December submission cycle of the HEQCIS, while data submitted from 16 December until 15 June is included in the December-to June submission cycle of the HEQCIS. Because of the requirements of the NLRD, these two cycles have fixed dates and no extensions can be given: a submission received after the cut-off date of a particular cycle simply becomes an early submission for the next cycle.

PHEIs must submit data at least once during every submission cycle. There is no upper limit to the number of submissions that they are allowed to make within a cycle.

## HEQCIS League Table for Data Submission

Each institution is awarded a status on the HEQCIS League Table for Data Submission. At present, the statuses are being sent to each institution individually and only published in aggregated form, but the intention is to start publishing the full list in the near future.

The meaning of each status is as follows:

**Green:** At least one successful data load in the current cycle

**Yellow A:** Have successfully loaded data in the past but not in the current cycle

**Yellow B:** Qualification templates processed but no loads as yet

**Amber:** Have Edu.Dex and are working on the Qualification templates

**Red:** Have Edu.Dex but have done nothing further

**Purple:** Have not yet applied for Edu.Dex