

## **Higher Education Business Community Interaction – Guidance on Table 5: Social, community and cultural engagement.**

### **Executive Summary**

To submit your public and community engagement activities, visit the link [here](#) and follow the instructions. You can submit details of multiple public engagement events you have been involved with using the same survey – simply select the number of events you would like to enter at the start of the survey.

The HE-BCI record is collected annually from all publicly funded Higher Education Providers (HEP). To ensure consistency, the reporting period for the collection is always from 01 August year 1 to 31 July year 2. The HE-BCI record is the main vehicle for measuring the volume and direction of interactions between UK HEPs and business and the wider community. A range of public and project funders such as, BEIS and UK Research and Innovation use the HE-BCI record to produce key performance indicators, policy development, monitoring and international benchmarking. We therefore need to ensure that our return is completed as consistently as possible between different Faculty's and successive years.

HE-BCI Table 5 collects data related to our social, community and cultural engagement in the form of number of attendees and academic time involved in our public lectures, performance arts, exhibitions, museum education and other events. When determining whether an activity is eligible to be returned, the key factor is whether there has been an exchange of knowledge i.e. an exchange of University generated knowledge to the public. The delivery of online social, community and cultural events that are intended for the external community should also be returned. If the event recreates the same format of a live event it can be returned in the most appropriate sub-heading. For example, a public lecture delivered online should be returned as a public lecture. However, if the event online results in a significant change of format it should be returned as other.

When calculating academic time, 1 day is equal to 8 hours Preparation and travel time cannot be included within academic time, however, if a staff member attends a whole day of a conference but their keynote speech is only an hour, they may count the entire day.

The HE-BCI data is collated and returned by the Business Information team within Business Engagement and Knowledge Exchange. For any further queries, please contact [Lawrence.davies@manchester.ac.uk](mailto:Lawrence.davies@manchester.ac.uk) (Business Information Manager).