

From: Freedom of Information

Sent: 17 August 2020 15:51

To:

Subject: Freedom of Information Response (Our Ref: K/20/290)

Dear

Freedom of Information Response (Our Ref: K/20/290)

Thank you for your Freedom of Information (FOI) request dated 24 July 2020, reference K/20/290.

Your request read:

“Freedom Of Information Act and Other Request

I would also like a copy of the 27/2/2020 published list of placement choices which is updated on a daily basis on the third round of applications. This was the final day of the third round of applications (This is the list from which I made my selections when I applied in the third round).

I would also like to know how many students were placed at study abroad placements before the 6/4/2020 and how many were placed after the 6/4/2020. Also the total number of students placed at study abroad placements this year for the 2020/21 academic year.

I would also like to know, that why which statistical measure is ESSEC the top 4 placement choice. I would like you to please send me details on the popularity index for LUBS study abroad choices in 2019-20 and 2020-21 study abroad application.

In addition, I would like to know the names of the people who are in the Mitigating Circumstances Committee and who have seen my mitigating circumstances application.

Duty of Care

Please also let me know which university regulation permits the office to take a conclusive decision on student support. According to Get Ready To Go Guide and University Mitigating Circumstances guidance - it is to work with me (collaborate) and liaise and advice. May be I am not aware of this but please do make me aware.”

As outlined in my email of Friday 31 July, some parts of your email are being handed as a Data Subject Access Request (DSAR). This email only addresses the FOI elements of your request; the DSAR elements will be responded to separately.

The University of Leeds holds some of the information you have requested under the FOI Act. For your convenience, we have responded to each of your questions in turn below.

I would also like a copy of the 27/2/2020 published list of placement choices which is updated on a daily basis on the third round of applications. This was the final day of the third round of applications (This is the list from which I made my selections when I applied in the third round).

Please find this information in attached document “Study Abroad Remaining Places”

I would also like to know how many students were placed at study abroad placements before the 6/4/2020 and how many were placed after the 6/4/2020.

We do not hold this information. The number of students placed at partner universities varied from day-to-day over this period (March-July 2020) due to the global pandemic. Our systems did not allow us to keep a daily tally and often the decision of partners were rescinded or changed. Partners universities have been cancelling or deferring exchange placements due to take place in academic year 20/21 from March 2020.

Also the total number of students placed at study abroad placements this year for the 2020/21 academic year

Approximately 800 students were provisionally allocated study placements for the 20/21 academic year. Please note that this figure does not represent the number of study abroad placements being undertaken in 2020/21 due to the curtailment of placements caused by the COVID-19 pandemic.

I would also like to know, that why which statistical measure is ESSEC the top 4 placement choice.

We are not clear what information you are seeking in relation to this part of your request. We do not formally rank placements or University partners.

I would like you to please send me details on the popularity index for LUBS study abroad choices in 2019-20 and 2020-21 study abroad application.

Please find the popularity index for LUBS Study Abroad choices in 2019-20 attached (LUBS Popularity Index 201920). The 2020-21 version does not exist yet as it is normally completed in the autumn.

In addition, I would like to know the names of the people who are in the Mitigating Circumstances Committee and who have seen my mitigating circumstances application

As this question relates to you directly, it will be responded to as part of your DSAR response.

Please also let me know which university regulation permits the office to take a conclusive decision on student support.

The Wellbeing Health and Safety policies relating to Study Abroad are available on our [Wellbeing, Health and Safety website](#). The “Risk Management of Student Study Abroad Programmes – Roles and Proposed Actions” sets out that Academic Tutors/Study Abroad Coordinators/Line Managers, as nominated by the Head of School or Service are involved in the process of approval for the suitability of the period of study abroad on academic and health and safety grounds and may also determine the involvement of others in the approval process. They are also

responsible for actioning any contingency or emergency plans as necessary, including reacting to any significant concerns.

Please also find attached the following relevant documents

- Study Abroad HoS Guidance
- Study Abroad Standard
- Proposed Roles and Actions Study Abroad

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds