

**From:** Freedom of Information

**Sent:** 15 September 2020 16:14

**To:**

**Subject:** Freedom of Information Response (Our Ref: K/20/315)

Dear

### **Freedom of Information Response (Our Ref: K/20/315)**

Thank you for your Freedom of Information (FOI) request dated 17 August 2020, reference K/20/315.

Your request asks follow-up questions in relation to a previous FOI response issued to you on 17 August 2020 (reference K/20/290). We have copied your new request below. Italicised text denotes quotes from our 17 August response. Standard text denotes your new questions.

Your request read:

***“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.*

It has been claimed by the Study Abroad Office that ESSEC is a top 4 LUBS study abroad partner. Therefore I wanted to know how the Study Abroad Office ranked it.

*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.*

In accordance with this, can you please let me know what the university regulations on the "process" are? What is the process of approval for suitability of the period of study abroad on academic and health and safety grounds, and who's involvement is mandatory and optional. Also if there are any regulations or guidelines on what counts as a "Health and Safety" and "academic" grounds of the suitability of the period of the study abroad?"

The University of Leeds holds some of this information. For ease of reference, we have responded to each of your questions in turn below.

**It has been claimed by the Study Abroad Office that ESSEC is a top 4 LUBS study abroad partner. Therefore I wanted to know how the Study Abroad Office ranked it.**

As outlined in our original response, we do not formally rank placements or University partners. However, the Study Abroad Office will often share information relating to QS World Rankings and/or the popularity of partner destinations amongst previous University of Leeds applicants. If you are able to provide some more information on where this claim has been made we may be able to offer further insight.

**can you please let me know what the university regulations on the "process" are? What is the process of approval for suitability of the period of study abroad on academic and health and safety grounds, and who's involvement is mandatory and optional. Also if there are any regulations or guidelines on what counts as a "Health and Safety" and "academic" grounds of the suitability of the period of the study abroad?**

The University Policies, Procedures and Codes of Practice can be found [here](#). With regard to the involvement of the staff 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.

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](mailto: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](mailto: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](http://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