

**From:** Freedom of Information

**Sent:** 16 September 2020 15:50

**To:**

**Subject:** Freedom of Information Response (Our Ref: K/20/331)

Dear

**Freedom of Information Response (Our Ref: K/20/331)**

Thank you for your Freedom of Information (FOI) request dated 29 August 2020 reference K/20/331.

Your request read:

“Please let me know for the University of Leeds in total and for the School of Business specifically how many students have been offered a confirmed undergraduate place for the September 2020 intake and a deferred place for the September 2021 intake on the basis of achieving an A\*, B, B against a provisional offer of A, A, B.

I would be grateful for this information as quickly as is possible and to make the request as simple as possible to confirm I only need the data at the overall level for the University and for the Business School for September 2020 and 2021.”

The University of Leeds holds some information relevant to your request. However, we consider that to respond to your request as it is currently framed would exceed the cost limit as set out in Section 12(1) of the FOI Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information.

We have outlined the reasons for invoking Section 12(1) below.

The position on acceptance of new students (i.e. whether they met, or missed their offer and by how much) are not held in a central system, but instead are held by the individual Schools (i.e. the grades of new Medicine and Surgery students are held by the School of Medicine). Once an offer is made and accepted, there is no particular need for Schools to keep a record of the exact position of applicants, and as such this information is not readily to hand. There are 33 individual schools within the University. Even at a very conservative estimate of one hour per school to locate and retrieve this information, which we expect is held in the form of spreadsheets (which will also contain other information irrelevant to your request) it would take approximately 33 hours to respond to the first part of your request (information for the University as a whole). This exceeds the 18-hour limit set out at section 12(1) of the FOI Act.

However, if you were to limit your request to the Leeds University Business School only, we may be able to provide a further response.

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