Dear

Freedom of Information request reference K/20/089

Thank you for your Freedom of Information (FOI) request dated 19 February 2020, reference K/20/089.

Your request read:

“Please supply me with the following information as a freedom of information request.

Specific Information regarding any Disrupted Studies Policy or similar procedure as specified in 1) and 2) below (if the university has one). [https://www.sheffield.ac.uk/study/policies/disrupted-studies](https://www.sheffield.ac.uk/study/policies/disrupted-studies) is an example, it will be a policy related to if an applicant to any course has had any disruption to studies which may have affected any qualification criteria for the course. This can include disability, bereavement and others.

1. If a policy/procedure exists then I would request:
   a) The policy/procedure, or a link to it
   b) The year the policy/procedure was created/enacted
   c) The year the policy/procedure was first used
   d) The number of times the policy/procedure was used in 2018
   e) In how many cases in 2018 the policy/procedure affected the applicants outcome
   f) The number of times the policy/procedure was used in 2019
   g) In how many cases in 2019 the policy/procedure affected the applicants outcome

2. If the policy/procedure does not exist then I would request the following information:
   a) Whether the University plans to implement such a policy?
   b) If such a policy is to be implemented what is the time-frame for implementation?”

The University of Leeds holds some of this information.

The University of Leeds does not have any specific Disrupted Studies Policies. As such, we do not hold any of the specific information you have requested.

However, in the hope that it is helpful, we direct you to our [Undergraduate](https://www.leeds.ac.uk/admissions) and [Post-Graduate (Taught)](https://www.leeds.ac.uk/admissions) admissions policies. Section 4.15 of each policy sets out information regarding ‘Applicants who have faced exceptional circumstances’. Essentially, where possible, we rely on the exam board/awarding body to factor this into the final grade awarded.
We do not track how many mitigating circumstances cases our admissions teams are made aware of and as such we are unable to advise how often the policy was used or how many times it impacted on the applicant outcome.

The University of Leeds also operates Alternative Admissions programmes, including “Access to Leeds”. One of the criteria for Access to Leeds is “Your studies have been disrupted by circumstances in your personal, social or domestic life”. We publish information regarding Access to Leeds on our website, which you may find helpful.

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