Dear

Freedom of Information Response (Our Ref: K/20/239)

Thank you for your Freedom of Information (FOI) request dated 26 June 2020, reference K/20/239.

Your request read:

"Background: Simon Morris from the disability services said in an email

"Regarding the extra time issue, it is important to note that 25% extra time is, in most cases, a reasonable adjustment that is offered in a timed exam scenario where the total time allowed is the expected time required for a student to complete the activity.

In this scenario you have been given an activity to undertake, and offered an amount of time to complete that task, however the amount of time offered is significantly greater than the amount of time we would expect a student to need to complete the task. Therefore in this scenario the provision of extra time would not be something that would be considered, however I understand that the school have, regardless of this, given you an extra day which I would suggest to be entirely reasonable."

Please can you provide the following information

1a. Is there a standard amount of time a student is expected to take to write a personal statement?  
(If the answer to the above is yes, please answer 1b &1c)  
1b. If there is a set standard amount of time what amount of time is this?  
1c. What methods were used to determine the standard amount of time?

2a. Is there amount of words expected in a Personal statement for a Health and Conduct Committee?  
2b. Does the university of Leeds have any expectations average speed a student writes or types?

3. Do all Health and Conduct Case Files contain the same amount of material for the student to read?"

For your convenience, we have responded to each of your questions in turn below.

1a. Is there a standard amount of time a student is expected to take to write a personal statement?  
(If the answer to the above is yes, please answer 1b &1c)
No, however the University aims to ensure all of its procedures are inclusive and therefore the amount of time offered to complete an activity aims to meet the needs of all students regardless of personal circumstances. Students are, however, offered the opportunity to raise a concern regarding the amount of time offered to complete a task, and can make a request for additional time, which will be considered by the relevant person/service/department.

1b. If there is a set standard amount of time what amount of time is this?
1c. What methods were used to determine the standard amount of time?
N/A

2a. Is there amount of words expected in a Personal statement for a Health and Conduct Committee?
No – a personal statement is an opportunity for a student to set out anything they feel is relevant and should be taken into consideration and/or respond to information that has been provided to them. This should be presented as concisely as possible and does not have to take a full narrative form, but instead could be a series of bullet points or statements but should be understandable and clear. Concerns or queries relating to structure or content should be addressed to the relevant department.

2b. Does the University of Leeds have any expectations average speed a student writes or types?
No, however it would be reasonable for the University to have an expectation that a student would be able to both read and write at an average pace, or have access to strategies to enable them to do so, as this is necessary to complete a course of study. We have a responsibility to ensure that healthcare students can, with reasonable adjustments, operate safely in a clinical environment, i.e. ensuring that the student themselves, patients and colleagues are not put at risk.

The University aims to ensure all of its procedures are inclusive and take into consideration a student’s personal circumstances. If a student had a concern regarding speed of reading and/or writing, they can discuss these with the relevant contact person, department or service, so that reasonable adjustments could be considered, for example access to assistive technology.

3. Do all Health and Conduct Case Files contain the same amount of material for the student to read?
No, total content will differ from case to case, however the amount of content that has not been previously seen and read by a student is likely to be approximately the same.

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
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