From: Freedom of Information
Sent: 19 January 2021 15:51
To: Freedom of Information Response (Our Ref: K/20/504)

Subject: Freedom of Information Response (Our Ref: K/20/504)

Dear

Freedom of Information Response (Our Ref: K/20/504)

Thank you for your clarified Freedom of Information (FOI) request dated 17 December 2020, reference K/20/504.

Your original request read:

“Please can I request the following information under the Freedom of Information Act 2000.

1. Number of disciplinary actions (relating to academic and non-academic) taken against both students and staff in the past five academic years.
2. The dates of the actions being reported to the University
3. The reasons/classification for such actions being taken (if recorded)
4. The resulting outcome i.e. expulsion, fine, passed onto police etc (if recorded)
5. The results of any appeal
6. The degree program of the student subject taught by the member of staff according to the person(s) involved.
7. Any further information you hold pertaining to the reported event and actions.

Please separate the details by academic year and whether action was taken against student or staff member.
Please provide the requested information in a table and please confirm you have received the request.”

Your clarification email read:

“Yes by date - I mean the date that the incident which precipitated the action was reported to the University.
Question 6- I mean if a student was involved, then place specify the degree program of that student, if a member of academic staff was involved then please specify which subject they teach/department they belong to.”

The University of Leeds may hold 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.

Your request is very broad in scope. There are a range of reasons disciplinary action may be initiated against either staff or students. These reasons will range from very serious incidents to minor infractions. As such, a very large number of incidents fall within the scope of your request. For instance, we have identified 318 staff-related incidents within the timeframe of your request. We estimate that it would take between 30 and 45 minutes to review all recorded information associated with each incident in order to isolate the information you have requested. As such, it would take between 159 and 238.5 hours to locate the information you have requested for staff only. Although we have not calculated the exact number of student-related incidents, it is likely that the number of cases will be higher, simply because there are far more students than members of staff. It is therefore not unreasonable to assume that at least as much time again would be required for student-related information.

We are therefore satisfied that section 12 is engaged. In the hope that it is helpful, we have provided some information below which may help you to refine your request:

- We recommend that you limit your request to either staff or students, rather than both.
- In either case, we further recommend that you reduce the timeframe of your request. The less time your request covers, the fewer incidents are likely to be captured, thus reducing the amount of time required to respond.
- If you were to limit your request to student-related incidents, we recommend that you also restrict your request to a single School. Schools are organised by Faculty, and can be found on our website (for instance, the School of Healthcare is part of the Faculty of Medicine and Health).
  - You may also wish to restrict a staff-related request to a particular team or department.
- If you were to limit your request to staff-related incidents, we recommend that you also restrict it to incidents of a particular nature (e.g. sexual harassment, or bullying, or racism etc.) as this will further reduce the amount of information captured.

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
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