

Dear [Applicant],

Freedom of Information request reference K/20/010

Thank you for your clarified Freedom of Information (FOI) request dated 27 January 2020, reference K/20/010.

Your clarified request read:

“For the following undergraduate courses between the years 2016 and 2019,
H410 H300 H204 H610

1. What percentage of applicants do you give offers to who's predicted grades do not meet your grade offers?
2. What percentage of applicants who have work experience are given offers?
3. What percentage of applicants do you give offers to who's predicted grades did meet your grade offers?

I would like to clarify that my request relates to the academic year. And the date range would commence from 2016/2017 to 2019/2020.”

The University of Leeds may hold some of this information.

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.

Typically, applications for undergraduate degree programmes are made to the University via the UCAS system, which is then exported as a PDF for review by the relevant School. Schools use this information to make a decision and an offer, which is based on a set of equivalencies for the wide range of qualifications we accept from across the world. However, predicted grade information via UCAS can be incomplete, or may not fall into a simple grade boundary. Furthermore, the University of Leeds operates contextual admissions schemes such as [Access to Leeds](#), which can impact on whether an offer will be made. Some schools may also make aspirational offers; offers given to applicants with predicted grades below the published requirements to encourage achievement or in recognition of situations where predicted grades may not accurately reflect the potential of an applicant (the offer itself still asks for the published requirement to be met). It is also important to note that entry requirements may vary from year to year. There is, therefore, no single mechanism via which this information can be extracted.

Student information, including in relation to applications, is recorded on the University's 'Banner' system. While Banner records details of predicted and actual A-Level results, it does not fully store details of equivalent qualifications. Nor does the system record either what the advertised entry requirements for each programme were for the relevant entry year. As such, the only means of establishing the information requested at parts one and three of your request would be to review the Banner record for each application made across each programme you have listed, and for each year relevant to your request.

The University of Leeds receives an average of 1400 applications across the degree programmes set out in your request per academic year. We would then need to compare each record with the advertised entry requirements for each programme, also taking into consideration any contextualised offers. This means that there are over 5500 applications which would require review. Even at a very conservative estimate of one minute per application, this would greatly exceed the appropriate limit of 18-hours.

However, if you were to refine your request, for example by limiting your enquiry to one academic year and a single degree programme, we may be able to comply with your request.

We can also provide the following context which may be helpful in understanding how the University of Leeds makes offers.

Over the past four years, the University has made aspirational offers to applicants predicted up to two grades below the published entry requirements for degree programmes H204 and H610. For the past two years, we have set out on our website that due to demand for places on the H410 and H300 degree programmes, aspirational offers will not be made.

All applications received before the 15 January deadline years are treated equally – i.e. the predicted grade threshold would be applied consistently to all applicants for that programme. This does not include Access to Leeds applications, whereby students would be given an offer up to two grades below the published offer, provided they successfully complete the scheme.

We do not hold any information in relation to question two. Whether an applicant has work experience does not form part of the application process and as such we do not hold any information in relation to whether those receiving offers do or do not have work experience.

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