



University of East Anglia

Information Services Directorate

The Library  
University of East Anglia  
Norwich Research Park  
Norwich NR4 7TJ  
United Kingdom

Email: [foi@uea.ac.uk](mailto:foi@uea.ac.uk)  
Tel: +44 (0) 1603 592 431  
Fax: +44 (0) 1603 591 010  
Web: <http://www.uea.ac.uk>

██████████  
  
23 March 2016

Dear ██████████

**Freedom of Information Act 2000 – Information request (ref: FOI\_16-058)**

Thank you for your request of 24 February 2016 for information relating to students who may have a criminal record. Your request is copied in full on page 3 of this letter for reference.

Unfortunately, on this occasion we have determined that the cost of finding and assembling the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

Your request as a whole exceeds the time limit, however we have particular concerns with your first and second questions.

While applicants to UEA are required to inform the university if they are convicted of a relevant criminal offence at the point of application, there are a number of departments which also hold relevant data about current students – including our Security team (if an offence has been committed on campus), our Dean of Students' Office (where disclosed to staff), our Learning and Teaching Service (if related to a disciplinary matter) and/or our Student Disclosure Service (for students who require this as part of their course).

As noted in your request, the data we hold is likely to be incomplete due to students not reporting all offences to the University.

Concerns about data quality aside, we confirm that to extract data from Dean of Students' Office (DOS) systems alone would exceed the appropriate limit. Students are expected to report criminal convictions to DOS<sup>1</sup>, and such information may also be disclosed to their staff as a result of the work undertaken by the department.<sup>2</sup> This information would be recorded electronically and in paper student files.

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<sup>1</sup><https://portal.uea.ac.uk/dos/student-conduct-and-harassment>

<sup>2</sup> For services provided, see <https://portal.uea.ac.uk/dos>

Instances of relatively common offences such as food theft and vandalism are coded on DOS systems and this would assist our searches, however these flags are not comprehensive, and would not uncover all potentially relevant data.

In order to retrieve the requested information on all types of crime, year, status of student (i.e. suspected, convicted etc.) we would need to manually review all 5,277 paper student files held by DOS. While this search would be comprehensive, for the reason mentioned above it would not necessarily give an accurate picture.

Even if we were to limit our searches, as suggested, to only the 2014/15 academic year, and include only those identified under certain codes (who may or may not have been charged) we would potentially need to review 81 student files. Allowing 15 minutes to retrieve, search and collate data from each file, this represents over 20 hours of work for this part of your request alone.

Although we cannot provide all the information you require, we have considered what could be provided, were you to submit a revised request. We could, for example, readily provide a full response to your third question. We could also provide at least partial data for q.2, based on the criminal convictions declared by applicants. We have provided similar information in response to previous FOI requests.<sup>3</sup> Subject to applicable exemptions, we could also provide data relating to convictions declared by students to other departments mentioned on page one of this letter.

I hope this adequately explains our position and enables you to provide a revised request, if required. If you are unsatisfied with our response you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

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<sup>3</sup> See [https://portal.uea.ac.uk/documents/6207125/6884169/FOI\\_14-048.pdf/](https://portal.uea.ac.uk/documents/6207125/6884169/FOI_14-048.pdf/),  
[https://portal.uea.ac.uk/documents/6207125/6884169/FOI\\_14-092.pdf](https://portal.uea.ac.uk/documents/6207125/6884169/FOI_14-092.pdf),  
[https://portal.uea.ac.uk/documents/6207125/8237600/FOI\\_15-020.pdf](https://portal.uea.ac.uk/documents/6207125/8237600/FOI_15-020.pdf)

**FOI\_16-058, request for information:**

*1. How many students have committed/been suspected of committing a criminal offence during the period they were studying at your institution?*

*Please break down by the last three academic years (see below) and provide figures separately for:*

- i) Those who have been accused and not/not yet charged (suspects)*
- ii) Individuals that have been cautioned*
- iii) Those who have been charged.*

*For each of these three lists, please break down by crime (e.g. theft, sexual assault, etc.), and the following academic years:*

*2012-13*

*2013-14*

*2014-15*

*2. How many students currently studying at your institution have a criminal record? (This question includes students who commenced their studies in September.*

*Again, please provide a list of the crimes that are on criminal records of students studying at your institution.*

*To avoid requests for clarification: Both these questions only relate to information that you are aware of and have logged, as I'm aware that not all of this information would have been relayed to your institution. If, in question one, you can only provide figures for (iii) and for the most recent academic year – that is fine.*

*3. What checks does your university have in place to find out if a student has a criminal record, for both students who have come to study from abroad, and home (UK) students.*