



University of East Anglia

Information Services Directorate

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[REDACTED]  
  
21 April 2017

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_17-082)**

We have now considered your request of 22 March 2017 for the following information:

*'I would like to ask how much UEA has budgeted to spend on promoting the NSS in 2017. The figure should include the cost of printing and digital materials, incentives for students, estimated staff time and any other resources put into promoting the survey.'*

Our response is as follows:

The University holds recorded information to show that £3,832.19 - £4,182.19 has been budgeted to spend on promoting the NSS in 2017. We cannot provide an exact figure as the budgets for certain departments are not yet decided.

The budgeted figures include costs that are not entirely associated with NSS – for example, £400 for catering at an event during which students will be reminded to complete the survey.

Please note that there is both central spend and School-based spend on the promotion of the NSS. The central spend includes staff time with on costs but these are not NSS only, as they are for combined promotion of all surveys.

Similarly, some Schools will promote the survey as part of their usual activities and so do not have a specific budget allocation for this purpose. For these areas, we therefore do not hold any relevant information on projected costs or estimates of staff time.

We hope this information will meet your requirements, however if you are not satisfied 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.

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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