



University of East Anglia

Information Services Directorate

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29 September 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-221)

We have now considered your request of 01 September 2017 for the following information:

'Please provide (in Excel format) the following information regarding applicants who studied the International Baccalaureate (IB) Diploma Programme applying for September 2016 entry.

Grouped by degree programme applied to, please detail where possible:

- *The IB subjects taken (at Higher and Standard Level) by the applicant*
- *Predicted grades (or achieved grades) at point of application*
- *Whether an offer was made to the applicant (yes/no)*
- *Terms of the offer (overall grade, and any additional stipulations, for example 7s in particular Higher Levels)*
- *The final grade the applicant received in the International Baccalaureate'*

Unfortunately, on this occasion it is not possible to provide any of the requested information. We have determined that the cost of finding and assembling some of 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.

Specifically, it would require more than 18 hours of work to provide the IB subjects taken (at Higher and Standard Level) by applicants. We do hold this data for some applicants on some of the subjects taken at Higher and Standard Level. However, the information is held in the UCAS application form as free-form text and would need to be manually extracted from the each record. We would need to review 897 records individually and extract the information into a spreadsheet. We estimate this would require almost 60 hours effort, allowing approximately 4 minutes per record.

To assist you in formulating a request to which we can respond, we would be able to respond to the other elements of your request, but as noted above we do not hold complete information on the IB subjects taken by the applicant, nor do we hold all final grades received by the applicants.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision 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, or by telephone on 0303 123 1113.

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

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia