



University of East Anglia

Information Services Directorate

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03 January 2018

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_17-300)**

We have now considered your request of 08 December 2017 for the following information:

*I would like to make a request for the following information under the Freedom of Information Act:*

1) *The number of instances of academic misconduct over the past five academic years (2012/13, 2013/14, 2014/15, 2015/16, 2016/17). Please break this down by year and course. Please also state how this was calculated, e.g. if this is the number of times a case has appeared before the academic misconduct panel.*

2) *Please give me either:*

*(a) an itemised list of the details of the instances of academic misconduct e.g. whether it related to an essay submission or exam, whether or not it was confirmed as a case of academic misconduct (or just found to be poor practice), if there was a disciplinary outcome of the case and what action was taken.*

*Or if this is not possible,*

*(b) overall numbers for the details requested in (a)*

2) *The number of students at the university found guilty of academic misconduct over the past five academic years (2012/13, 2013/14, 2014/15, 2015/16, 2016/17). Please break this down by year and course.*

3) *The number of students permanently excluded from the university as a result of being found guilty of academic misconduct over the past five academic years (2012/13, 2013/14, 2014/15, 2015/16, 2016/17). Please break this down by year and course.*

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, in relation to Undergraduate (UG) students, disciplinary data was not centralised prior to 2014/15 so to locate and extract the information for 2012/13 and 2013/14 would require a manual search of files within 20 separate Schools of Study. We estimate at least one hour's work per School per year to locate and extract this information and this will exceed the appropriate limit.

To assist you in formulating a request to which we can respond, we can provide a response to all elements of your request save any information pertaining to UG students prior to 2014/15.

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](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