

01 August 2019

Dear [REDACTED]

Freedom of Information Act 2000– Information request (ref: FOI_19-241)

We have now considered your request of 29 July 2019 for the following information:

‘Please confirm which of the following services your University provides to enrolled undergraduates

- a.) Careers counselling service*
- b.) A CV and/or cover letter clinic (or similar service)*
- c.) Assistance with additional materials for an application (non CV or cover letter documents that may be required for an application)*
- d.) A one-to-one discussion with an advisor over a particular job application (specific to a role)*
- e.) A remote service for advice on documents required for a particular role (which does not require the student to attend in person)*
- f.) Any scheme which links students to an individual (whether alumni or other) with specific knowledge of the industry to which a specific job application pertains’*

Our response is as follows:

The University offers all of the services listed above to enrolled undergraduate students.

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 40 working days of the date of this letter. In line with section 5.3 of the UK Government’s Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

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.

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

Yours sincerely

Kirsty McDonald
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University of East Anglia