



University of East Anglia

Information Compliance (ITCS)

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[REDACTED]

16 August 2019

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_19-239)**

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

*‘A list showing how many people have applied for self-certification extensions in the past three academic years from 2016/17 up to the present day, along with the reasons students gave for needing a self-certification.’*

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 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 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 provide any of the information.

Prior to January 2018 we did not centrally record the reasons given for self-certification extensions. In order to locate and extract this information, we would need to manually review data from each School of study in the University. At School level, this information is held in separate Excel spreadsheets, organised by academic year and student level (e.g. Postgraduate or Undergraduate). There are approximately 100 Excel files to review. We estimate it would require 15 minutes per spreadsheet to locate and extract the requested information, giving a total time required of 25 hours. This would exceed the appropriate limit.

If you wished to submit a revised request to the University we would be able to provide all the requested data from January 2018 to date. We would also be able to provide the number of self-certifications prior to January 2018, but not the reasons for those self-certifications.

We should point out that any revised request you submit will be treated as a new FOI request, and the 20 working day time limit will begin again.

We are sorry we cannot provide the data you requested, but trust this letter explains our position. If you are unhappy with our response, you have the right of appeal against this decision. 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](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 Compliance Manager  
University of East Anglia