

[REDACTED]

02 December 2014

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (Our ref: FOI_14-227)

We have now considered your request of 04 November 2014 for statistics regarding the number of pieces of uncollected work held by each [Learning and Teaching Hub](#)¹ at the end of the last academic year (2013-14). Our response is provided on page 3 of this letter, together with a copy of your original request. We hope this response will meet your requirements.

However, pursuant to your rights under section 1(1)(a) of Freedom of Information Act 2000 to be informed whether information is held, this letter is to formally advise you that we do not hold some of the requested information; specifically the number of pieces of uncollected work held by the Edith Cavell, Elizabeth Fry and ZICER Hubs at the end of the last academic year.

Please note that, as we have not received a response to our email of 18 November requesting amendment of your request, our response is based upon our understanding of the original request as submitted.

We should advise that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

You have the right of appeal against this response to your request for information. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

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 whose [contact details](#)² can be found on their website.

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

¹ <https://www.uea.ac.uk/learningandteaching/hubs>

² https://ico.org.uk/Global/contact_us

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_14-227)

Could you please provide me with the information has to how many pieces of uncollected work there was in each faculty hub at the end of the last academic year (2013-14)?

The Arts 1 Hub held 2,012 pieces of uncollected work in its possession as of 31 July 2014. This represents all uncollected work for the entire semester.

[Information not held - s.1(1)(a), Freedom of Information Act]

As advised in our email to you of 18 November, your request does not, unfortunately, reflect the way in which uncollected work is administered at UEA. Uncollected work is returned weekly to [advisors](#)³ so the ZICER, Edith Cavell, and Elizabeth Fry Hubs did not, nor would not, have held any uncollected work at year end, nor would they have kept any records of any material that might have been in their possession at any time during the year.

³ <http://www.uea.ac.uk/learningandteaching/students/gettingstarted/adviser>