

Disclosure Log

Freedom of Information Act (FOIA) Requests received from **January 2017**

Ref	Subject category	Description overview	Response provided	Release status	Notes
17/001	Teaching & Assessment	Centre for Advanced Policing Studies response to College of Policing consultation on the educational framework for policing.	Response	Information not held	
17/002	HR & Staffing Issues	Information relating to sexual harassment.	Response	Partial	Section 40.
17/003	Administration & Management	Copy of all responses to FOI requests sent during 2016.	Response	Refusal Notice	Section 21
17/004	Student Issues and Numbers	The number of students enrolled, broken down by nationality.	Response	Refusal Notice	Section 21
17/005	Financial Information	Information relating to payments software.	Response	Partial response	Section 21
17/006	Student Issues and Numbers	Number of students who graduated from with a LLB degree during 2016, to be broken down by classification of degree.	Response	Partial response	Section 40
17/007	Student issues and number	Request a copy of the student anti-bullying policy.	Response	Disclosed in full	
17/008	Student Issues and Numbers	The number of students investigated for academic cheating and/or misconduct in 2014, 2015 and 2016.	Response	Partial response	
17/009	HR and Staffing Issues	Training provided to staff and/or students on sexual violence.	Response	Full	
17/010	Buildings and Estate	Information relating to car parking charges.	Response	Full	
17/011	Building and Estate	Student Numbers for 2016/17, year the LJMU was granted University status and the area of the University's physical estate.	Response	Full	
17/012	Student Issues and Numbers	Instances where the University has provided evidence or referred individuals under the Prevent Duty, plus any policies/frameworks detailing the University's strategy in regards to IT usage.	Response Attachment 1 Attachment 2 Attachment 3	Partial response	Section 23 Section 24

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17/013	Teaching and Assessment	The use of gender inclusive language with the School of Divinity/School of Theology/Department of Theology/Religion.	Response	Information not held	
17/014	IT Provision and Use	Has LJMU suffered from a ransomware attack in the last year?	Response	Refusal Notice	Section 31
17/015	Animal Research	Number of animals used in experiments during 2016, plus documents relating to AWERB.	Response Attachment	Partial response	Section 22A Section 38
17/016	Financial Information	Correspondence between Coca-Cola and LJMU from 2010 onwards.	Response Attachment	Partial response	Section 40
17/017	Financial Information	Finance and Workforce Efficiency.	Response Attachment	Refusal Notice	Section 12
17/018	Financial Information	Average cost of an undergraduate degree in engineering.	Response	Refusal Notice	Section 44.
17/019	Procurement Information	Contract information relating to cleaning services.	Response	Information not held	
17/020	Financial Information	Various questions relating to payment methods.	Response Attachment	Full	
17/021	Admissions	Information relating to applicants with a declared criminal conviction.	Response	Partial response	Section 12
17/022	Financial Information	Information relating to library fines.	Response	Partial where held	
17/023	Student Issues and Numbers	Number of suicides over the last five years (2012-2016 inclusive).	Response	Partial where held	
17/024	Student Issues and Numbers	Attrition rates for Nursing programmes.	Response Attachment	Full	
17/025	IT Provision and Use	Information relating to telecoms and network services.	Response Attachment	Full	
17/026	Management and Administration	Safeguarding Policy to protect staff/students against harassment and assault.	Response Attachment 1 Attachment 2 Attachment 3 Attachment 4	Full	

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17/027	HR and Staffing Issues	Criteria for conferment of professorship and readership.	Response Attachment 1 Attachment 2	Partial	Section 12
17/028	HR and Staffing Issues	Absence policy, holiday entitlement and the number of days the University is closed each year.	Response Attachment	Full	
17/029	Student Issues and Numbers	Total number of student deaths and student suicides during 2015/16.	Response	Partial	Information not held.
17/030	Student Issues and Numbers	Number of students who have taken own life, budget allocated to mental health support, percentage of staff completed Mental Health First Aid training, information given to new students at enrolment/induction.	Response Attachment	Partial	Section 44
17/031	Financial Information	Annual spend over the last 5 years on teaching equipment for engineering departments.	Response	Partial	Section 12
17/032	Student Issues and Numbers	Number of complaints made about racism over the last 3 years.	Response Attachment	Full	
17/033	IT Provision and Use	ICT Documents (strategies, plans).	Response Attachment	Partial	Section 44
17/034	Teaching and Assessment	Syllabus information relating to medicine and nursing programmes, in particular content relating to patients with a learning disability.	Response	Supplied in part where held	
17/035	IT Provision and Use	Contract information relating to photocopiers, Multi-Functional Devices and Desktop Printers.	Response	Partial	Section 43
17/036	Student Issues and Numbers	The number of head injuries sustained by students during sports activities, the formal processes in place to respond to a head injury, confirmation of any civil claims	Response	Supplied in part where held	

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		brought against the University following a head injury during a sports activity.			
17/037	Student Issues and Numbers	Information regarding mental health care on campus.	Response	Partial where held	
17/038	Financial Information	Residency for the Vice Chancellor and payment of the Vice Chancellor's residential bills.	Response	Full	
17/039	Teaching and Assessment	Student purchase of dissertations/essays, the punishments associated with such offences and how the University tackles such offences.	Response	Partial	Section 12
17/040	Teaching and Assessment	Copy of course handbook, module descriptors.	Response Attachment	Partial where held	
17/041	Teaching and Assessment	Retention period for old essays and multimedia works submitted by students.	Response	Full	
17/042	Teaching and Assessment	The number of students who took at least one examination in the last four years, how many were caught cheating using specified devices.	Response Attachment	Partial	Section 12
17/043	Teaching and Assessment	Teaching and Learning Strategy/Policy for subjects related to the Creative Arts/Art & Design, and any technology enhanced learning policy for those subjects.	Response Attachment 1 Attachment 2 Attachment 3	Partial where held	
17/044	Estate and Building	Information regarding contracts for Car Park Management.	Response	Full	
17/045	Student Issues and Numbers	How many ambulances were called to any halls of residence in the last three academic years? And how many were called for attempted suicide or suicide.	Response Attachment	Information not held	
17/046	Financial Information	The total expenditure on open access publishing fees.	Response	Full	

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17/047	Student Issues and Numbers	Number of nursing students who began and completed, number of midwifery students who began and completed, attrition initiatives for nursing and midwifery programmes.	Response	Partial where held	
17/048	Admissions	Courses and places for 2017/18 and 2012/13 for media, computing technology and IT subjects. Details of new facilities built for these subjects.	Response Attachment	Partial	Section 21 and 44
17/049	Financial Information	Information regarding payments made to the National Union of Students (NUS), its members and organisations, and any subsidiary organisations.	Response Attachment	Partial	Section 12
17/050	Admissions	Information regarding how many students from non-UK EU countries have applied for a full-time course degree at LJMU in each of the last three years?	Response	Refusal Notice	Section 21
17/051	Student Issues and Numbers	Number of student deaths/suicides.	Response Attachment	Partial where held	
17/052	Financial Information	Printing company used for Transaction Mail, Direct / Advertising Mail, annual spend on Transaction Mail, annual spend on Direct / Advertising Mail.	Response	Full	
17/053	Financial Information	University spend on alcohol in the last three years.	Response	Full	
17/054	Other Research	Professional doctorates and MRes details regarding student contact hours, total fees home, total fees international etc.	Response	Partial	Section 21 Section 40
17/055	Financial Information	Information regarding all sources of funding either by donation or research grants from nationals, non-governmental or governmental organisations based in the	Response Attachment	Partial	Section 12

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		following countries: United Arab Emirates, Saudi Arabia, Qatar, Oman, Russia and China.			
17/056	Financial Information	List of suppliers to LJMU with spend less than £500,000 and the value bought from them in the last financial year.	Response Attachment	Partial	Section 12 Section 40
17/057	Teaching and Assessment	Number of incidents of plagiarism 2013/14 to 2015/16, number of students facing disciplinary action for plagiarism 2013/14 to 2015/16.	Response	Partial	Section 12
17/058	Financial Information	What was the market value of the institution's endowment funds on 31st July 2016?	Response Attachment 1 Attachment 2	Partial	Section 21
17/059	Financial Information	Amount charged by Libraries in fines during 2015/16 academic year, amount received, and to be broken down by UG and PG. The reasons for the fines.	Response	Partial where held	
17/060	HR and Staffing Issues	Information regarding sexual harassment, sexual assault, rape, stalking and/or other forms of gender violence, including domestic violence, or sexual misconduct committed or allegedly committed by University staff.	Response Attachment	Partial	Section 40
17/061	Student issues and numbers	Information about term time postcodes of UK/EU students	Response Attachment	Partial	Section 40
17/062	Financial Information	How many students have accessed the University's hardship fund between 2012-17?	Response	Partial	Section 12
17/064	Student Information and Numbers	Number of student enrolled and number graduating in 2016 from a list of specified programmes. In addition, the graduate destinations.	Response	Partial	Section 22

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17/065	Animal Research	Information regarding how many animal experiments were carried out between 1st January 2016 and 31st December 2016.	Response	Full	
17/066	Student Issues and Numbers	Information requesting how many ambulances were called to university managed accommodation to attend incidents of self-harm or attempted suicide during the academic years 2014/15, 2015/16 and 2016/17.	Request withdrawn	Information not held	
17/067	Management and Administration	Information requesting if the University has ever used the services of a wealth screening company. (For guidance, these are third party firms which analyse the financial statuses of people on databases).	Response	Full	
17/068	Student Issues and Numbers	Number of students to drop out over last 4 years citing mental health reasons, details of the reason for leaving, plus number of student taken time out due to mental health issues, the support offered to students returning after a period of absence due to mental health issues.	Response	Refusal	Section 12
17/069	Admissions	Top ten undergraduate programmes by enrolment and the number of students enrolled on the course.	Response	Refusal	Section 22
17/070	Student Issues and Numbers	Number of students requesting to use University counselling services over the last 4 years, the reason for needing counselling, the average waiting time to see a counsellor, the number of counsellors.	Response Attachment	Partial	Section 12
17/071	HR and Staffing Issues	Organisation charts for Finance, HR and Procurement Departments.	Response	Full	
17/072	Student Issues and	Equality statistics relating to British female	Response	Refusal Notice	Section 21

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	Numbers	students.			
17/073	Student Issues and numbers	How many students received money from the hardship fund between 2012-2017	Response	Full	
17/074	Estates and Buildings	Information regarding contracts for the University's catering, cleaning and security services.	Response	Full	
17/075	IT Provision and Use	Information regarding telephone maintenance contracts.	Response	Partial	Section 43
17/076	Student Issues and Numbers	Information regarding the number of undergraduates who have requested alternative form of assessment/change of assessment because of anxiety/stress/mental health related conditions each year from 2011 to 2016.	Response	Refusal	Section 12
17/077	Other Research	Information regarding terms and conditions of corporate-funded research between the period of 1st January 2013 to present day.	Response	Full	
17/078	Student Issues and Numbers	Information regarding the ethnicity of pupils attending the University for the academic year 2016/17 and the percentage breakdown whether or not they are international students.	Response	Refusal	Section 21
17/079	HR and Staffing Issues	Information regarding how many European members of staff have left the University because of the EU referendum result. Furthermore what is the total remuneration package that the Vice-Chancellor is entitled to for the current academic year 2016/17 and percentage increase from the previous academic year.	Response	Partial	Section 21
17/080	Financial Information	Information regarding contract information relating to Banking Services, Audit Services	Response Attachment	Full	

Ref	Subject category	Description overview	Response provided	Release status	Notes
		and Card Processing Services.			
17/081	Student Issues and numbers	Information regarding how many teacher trainees successfully completed their training.	Response	Full	
17/082	Other	Pension transfers	Response	Information not held	
17/083	HR and staff issues	Information regarding how many academic staff from non-UK EU countries are currently employed at LJMU	Response	Full	
17/084	Administration and Management	Information relating to the PREVENT Duty.	Response	Refusal	Section 36 Section 21 Section 24
17/085	Procurement Information	Contract information relating to Hardscape Products Limited.	Response	Information not held	
17/086	Staff and HR Issues	Information relating to complaints relating “cultural appropriation”, use of offensive language and banned words/phrases.	Response	Partial	Section 40
17/087	Student Issues and Numbers	Information relating to the PREVENT Duty including action plans, policies and training materials.	Response	Refusal	Section 36 Section 21 Section 24
17/088	Buildings and Estates	Information relating to electrical installations.	Response	Partial where held	
17/089	Student Issues and Numbers	Number of students who describe themselves as Black or of ethnic minority background.	Response	Refusal	Section 21
17/090	Student Issues and Numbers	Information provided to students regarding drug taking and safer drug taking.	Response	Full	
17/091	Request withdrawn				
17/092	Buildings and Estate	A list of the University’s Real Estate (freehold or leasehold) worth over £500,000 as of the latest valuation.	Response	Full	
17/093	IT Provision and Use	Information relating to cyber attacks, monitoring, logs, and actions taken.	Response	Refusal	Section 31

Ref	Subject category	Description overview	Response provided	Release status	Notes
17/094	IT Provision and Use	Information relating to PREVENT and Internet Filtering Policies.	Response	Partial Refusal	Information not held Section 23
17/095	Student Issues and Numbers	The University's position on Freemasonry amongst students (and staff).	Response	Information not held	
17/096	HR and Staffing Issues	Name and contact details for the person/team responsible for booking IT technical training.	Response	Information not held	
17/097	Financial Information	Payments made to student athletes.	Response Attachment	Full	
17/098	Financial Information	Total agency spend across IT Services.	Response	Full	
17/099	Financial Information	Structure chart for Procurement Team and all agency spend in 2016/17 and 2015/16 for corporate services permanent and temporary staff.	Response	Full	
17/100	Financial Information	Where LJMU banks, how much cash is held in the University's bank accounts and details relating to cash machines on-site.	Response	Partial refusal	Section 21
17/101	Student Issues and Numbers	Number of students seeking support for depression between 2010/11 and 2015/16. Total amount spent on counselling between 2010/11 and 2015/16.	Response	Partial	Section 12
17/102	Student Issues and Numbers	Number of students expelled over the last five years.	Response	Full	
17/103	Student Issues and Numbers	Information relating to Tier 4 VISA non-compliance.	Response Attachment	Full	
17/104	Student Issues and Numbers	The number of students who accessed the University's Counselling Service during 2015/16 and 2016/17.	Response	Refusal	Section 21
17/105	HR and Staffing Issues	Contact details for Infrastructure/Server Team Leader.	Response	Refusal	Section 40
17/106	Buildings and Estates	Information relating to University managed	Response	Information not held	

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		accommodation.			
17/107	Admissions	Places available and applications to nursing programmes.	Response	Refusal	Section 44
17/108	IT Provision and Use	Contract information relating to corporate software.	Response	Partial	Section 21
17/109	Student Issues and Numbers	Student waiting times for Counselling Services.	Response	Information not held	
17/110	Financial Information	Operating budget across all departments for 2016 and 2017.	Response	Refusal	Section 21 Section 22
17/112	Student Issues and Numbers	Number of Support Services Staff regarding mental health problems	Response	Full	
17/113	To follow				
17/114	To follow				
17/115	To follow				
17/116	To follow				
17/117	To follow				
17/118	To follow				
17/119	Financial Information	Spend on staff recruitment agencies	Response	Full	
17/120	Estates and Buildings	LJMU's energy management system	Response	Full	
17/121	Student Issues and Numbers	Incidents or complaints involving students suffering relationship-based violence	Response	Partial	Section 40
17/122	To follow				
17/123	Other Research	Information regarding honorary degrees over the past three academic years 2014-15, 2015-16 and 2016-17	Response	Full	
17/124	Management and Administration of the Institution	Requesting a copy of LJMU financial statements 2006-2010 and strategic plan in place 2005/06	Response Attachment Attachment Attachment Attachment	Full	

Ref	Subject category	Description overview	Response provided	Release status	Notes
			Attachment		
17/125	Student Issues and Numbers	Information on complaints received in the last year 25/06/2016 - 25/06/2017 that include the words "offended" or "offensive"	Response	Partial	Section 40
17/126	Student Issues and Numbers	Information on complaints relating to "cultural appropriation" for the period from 01/01/2016 to the present day	Response	Full	
17/127	IT Provision and Use	Information for years 2012, 2013, 2014, 2015, 2016 and 2017 (to date) the number of cyber attacks that LJMU has been a target of, with the date of each attack	Response	Refusal	Section 31
17/128	To follow				
17/129	To follow				
17/130	Estates and Buildings	University use of modular construction	Response Attachment	Full	