Disclosure Log – Quarter 1 2022

Freedom of Information Act (FOIA) Requests Responded from **January – March 2022**

Table 1 contains an Index of all the FOI requests that we responded to this year and a summery.

Table 2 contains the responses

If you have any questions, or would like any access to any of the accompanying annexes and appendices to the FOI requests please email foi@ljmu.ac.uk.

Ref	Subject category	Description overview	Response Type	Notes and Exemptions used
22/001	Estates and buildings	Details of whether the university estate buildings have heating control zones.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/003	Teaching and assessment	Details of trigger warnings used in creative writings and fine arts	Disclosed in full	
22/004	Student issues and numbers	Details of class A drug use investigation amongst all nursing students and all students.	Disclosed in full	
22/005	Student issues and numbers	Details of investigaitons into drug use by students and staff	Disclosed in full	
22/006	Management and administration of the institution	Costs of providing counselling service and marketing spending	Partially withheld due to an exemption(s)	s43. Commercial interests
22/007	Student issues and numbers	Spending on Mental Health Services and number of users	Disclosed in full	
22/008	Student issues and numbers	Use of physical activity programs in mental health services	Disclosed in full	
22/009	IT provision and use	Number of electronic devices reported lost or stolen over the last 5 years, and number of malicious emails blocked	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/010	Management and administration of the institution	Number of FOI's received each month	Disclosed in full	
22/011	Management and administration of the institution	Number of FOI and SAR requests received and respondent to within the statutory deadline.	Disclosed in full	
22/012	Estates and buildings	Supplier of shower components	Disclosed in full	
22/013	Estates and buildings	Are lecturer offices open plan or smaller rooms		
22/014	Management and administration of the institution	Number of students and graduates from surveying course	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/015	Estates and buildings	Supplier details for door access card readers	Fully withheld due to an exemption(s)	
22/016	Teaching and assessment	Communications regarding Decolonising the curriculum	Disclosed in full	
22/017	IT provision and use	Details of any ransomware attacks	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/018	Management and administration of the institution	Details of current mask wearing policy	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/019	Student issues and numbers	Details of students studying M Pharm	Disclosed in full	
22/020	IT provision and use	Details of Telephone contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means

22/021	Estates and buildings	Details of univeristy run student accomodation	Information not held	
22/022	Student issues and numbers	Details of investigation into sexual misconduct against students	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/023	Management and administration of the institution	Details of non-disclosure agreements (NDA's) entered into since 2019.	Disclosed in full	
22/024	Management and administration of the institution	Number of alumni we remain in contact with.	Disclosed in full	
22/026	Management and administration of the institution	Details of projects working with India/Indian companies and number of Indian students.	Disclosed in full	
22/027	Financial information	Details of process for dealing with overpayment of direct payment tuition fees	Disclosed in full	
22/028	HR and staff issues	Number of staff that have been "sacked" in last 5 years	Partially withheld due to an exemption(s)	s40. Personal information
22/029	Student issues and numbers	Statistics on students who have dropped out.	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/030	Financial information	Details of LJMU spending on Amazon products and services	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/032	Management and administration of the institution	Details of non-disclosure agreements (NDA's) entered into in relation to Sexual misconduct cases raised by students	Disclosed in full	
22/033	Management and administration of the institution	Details of any contract register	Information not held	
22/034	Financial information	Details of any donations, grants, loans from listed companies and individuals with links to Russia.	Disclosed in full	
22/035	Estates and buildings	Details of lighting solutions across the estate.	Information supplied in part where held	
22/036	Admissions	Data of students who have declared experience of the care system and their academic grades at application.	Disclosed in full	
22/037	IT provision and use	Details of IT communication contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/038	HR and staff issues	Numbers of British Muslims recruited each year since 2010.	Information supplied in part where held	

22/039	Management and administration of the institution	Details of spending on investment in digital experience, feedback received from students, future online teaching plans and details of any tuition fee refunds.	Disclosed in full	
22/040	Student issues and numbers	Details of disabled student and staff numbers	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/041	Teaching and assessment	Details of refund requests and details of any lecturers disciplined for "poor quality of teaching"	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/042	Student issues and numbers	Details of sexual assaults reported by female students	Partially withheld due to an exemption(s)	s40. Personal information
22/044	Student issues and numbers	Details of any students who we have recorded of having an involvement in "County Lines" drug dealing.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/045	Financial information	Details of Donation, gift, grant or funding since 2017 with individuals, organisations or institutions lined to Russia, Kazakhstan and Azerbaijan.	Information not held	
22/046	Student issues and numbers	How does your institution approach the six wellness domains in regards to your students?	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/047	IT provision and use	Haplo Services Contract	Disclosed in full	
22/049	Management and administration of the institution	details on any guidance to staff on band words or sex work	Information not held	
22/050	Estates and buildings	Details of Liberys	Disclosed in full	
22/052	Student issues and numbers	Details of students who have reported alcohol addiction problems and sought counselling appointments.	Information not held	
22/053	Teaching and assessment	Details of books, plays, poems and films given content warning in the last three years.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
22/054	IT provision and use	Details of ITS equipment provision and contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
22/055	Management and administration of the institution	Survey of LJMU's policies during and as a result of COVID	Disclosed in full	
22/056	Student issues and numbers	Details of any "consent" poster campaigns run to inform students.	Information supplied in part where held	
22/057	Student issues and numbers	Details of reports of sexual misconduct 2015/16 to present	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit

Ref	Response	
22/001	**Your Request**	**LJMU Response**
	1. How many university buildings are there in total (excluding residence halls) and among them how many are listed buildings, could you break it down by grade please (Grade I listed, Grade II* listed, Grade II listed);	Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University's building management team does not hold this information in a reportable format.
	2. How many university buildings have zone controls for their heating systems, could you break it down by their levels of zone controls please (each floor, each room, or an area of each floor etc);	To ascertain the required details of each buildings zonal heating controls would require manual analysis of each building schematic in our system. Due to the number of buildings in
	3. How many buildings have had zone controls installed since January 1, 2017 and to what level (each floor, each room, or an area of each floor etc), if it's recorded by academic year, then since September 2017 please.	our estate (35), and the level of detail requested, we estimate the costs of the required manual analysis would be in excess of £450.
	4. For the ones that haven't had zone controls installed, could you outline the reasons for that please and whether there are any plans that have been agreed for these buildings to have zone controls installed in the next two years?	
22/003	**Your Request**	**LJMU Response**
	I am interested in information which applies to any and or all of the following degree courses.

BA Hons   Creative Writing
BA Hons   Creative Writing and Film Studies
BA Hons   Drama and English Literature
BA Hons   Fine Art

Please note that the definition of trigger/content warnings as used in the questions below should extend to the following kinds of advice and or warning and or guidance which is designed to.

(i)...Protect and prewarn students who may be at risk of suffering stress and or discomfort and or anxiety and or emotional upset and or trauma when they are confronted with ideas and or issues and or topics and or images and or artworks and or photographs and or characters and or episodes and or events and or stories and or historical writings and or artefacts which may reflect their own personal experiences or other real-life experiences.

and or

(ii)...Warn students that the content of courses and or modules and or specific teaching | LJMU offers the courses you ask about in different schools within the Faculty of Arts, Professional and Social Studies.

English Literature is taught by the School of Humanities and Social Sciences, and Drama Courses are taught by the Liverpool Screen School.

Our answer to your questions with regard to these two course are set out in our answer of 22nd November 2021 under reference FOI 21-212.

I shall answer with regards to the other courses in turn below:

BA Hons Fine Art taught by the Liverpool School of Art and Design.

BA Hons Creative Writing and BA Hons Creative Writing and Film Studies are both taught by the Liverpool Screen School. |

materials and or individual works have the potential to cause offence on the grounds of age and or disability and or gender and or race and or religious belief and or sexuality and or political belief and or income and social background.

Please note that the reference to teaching materials in the questions below should be taken to mean particular novels and or particular plays and or particular poems and or particular pieces of music and or particular songs and or particular recordings and or particular photographs and or particular paintings and or particular statutes and or particular sculptures and or particular busts and or particular drawings and or other kind of artworks and or particular cartoons and or other animated works and or particular examples of historical writings and historical texts and or particular religious texts and or any writings and works from antiquity and or religious works (including but not limited to the Bible) and or particular philosophical works and or particular political works and or any historical artefacts and or any pieces of armour or weaponry and or human remains and or any fossils and or any historical finds and or any particular cinema films (live action or animated) and or particular TV documentaries and or particular TV programmes (live action or animated) and or particular individual academic textbooks.

Please redact the names of any students, lecturers, University employees and researchers from the documents provided.

1...Are any of the above degree courses currently issuing general/umbrella trigger warnings which cover specific modules and or seminars and or topics and or specific literary/dramatic/poetic/artistic traditions and or the work of particular authors/novelists/poets/dramatists/thinkers/ film makers/artists/photographers/historians and or particular genres of film and or particular schools of art/design/photography and or particular subjects and or particular time periods and or particular historical figures/events and or particular religions or religious issues.

Answer from Liverpool School of Art and Design:

By its nature, the study of Fine Art involves critically reviewing the artwork from artists with a range of backgrounds and perspectives, and which highlight fundamental questions about identity, global issues and significant life experiences. As such, it is not the artworks/artists we study which should be in focus here, rather the teaching methods. Staff create teaching environments which are inclusive and sensitive to the viewpoints of all participants. Students are encouraged to share concerns about artists/artworks and we make it clear that if they are uncomfortable with

material or topics studied they are welcome to share their feelings and abstain from the discussion or content in that instance.

Students are encouraged to develop their own experiences, beliefs and identity in their own fine art practice, and staff create teaching environments which are inclusive and sensitive to a range of viewpoints. Students are encouraged to discuss their artwork and practice and this may include discussions around personal experience and viewpoints. Staff make it clear that if the student is uncomfortable with any discussion, material or topic they are welcome to share their feelings and/or abstain from the discussion or content in that instance.

Where students create artwork that may cause stress, discomfort, anxiety, emotional upset and/or trauma for other students, they are asked to discuss this practice with their tutors so that measures can be put in place to mitigate any risk (such as restricted view or peer group agreement).

Answer from Liverpool Screen School:

The Creative Writing programme and Creative Writing & Film Studies programme do not issue general 'trigger warnings' or content warnings. The study of Creative Writing involves analysing texts from writers from a range of eras, backgrounds and with a range of perspectives, and which discuss fundamental questions about identity and significant life experiences. As well as the classics, we look at recently published work and films that challenge stereotypes and increase understanding of a wide range of perspectives. We study the techniques of writing and film-making, and how engagement and response are evoked in the reader/viewer – noting that not everyone will have the same response to a text. Staff create teaching environments which are supportive, inclusive and sensitive to the viewpoints of all participants. We welcome challenge and debate.
Students are encouraged to share concerns about texts/films and we make it clear that if they are uncomfortable with material or topics studied they are welcome to share their feelings

and abstain from the discussion or content in that instance.

2....If the answer to question one is yes can you please provide the following details. In the case of each general/ umbrella warning can you provide a copy of the actual warning. In the case of each warning can you identify what it relates to. Please see the above definition.   In the case of each warning can you identify the module and degree. In the case of each warning can you state when it was introduced and why.

Answer from Liverpool School of Art and Design:

This statement is provided verbally and on CANVAS [LJMU's Virtual Learning Environment] at the start of each fine art module by the module leaders throughout the programme.

FINE ART PRACTICE, COURSE CONTENT & SELF CARE

Sometimes we may cover challenging, shocking and contentious topics; be open minded to challenging your ideas of what is fine art practice!

Work covered may include: Physical wounding of the body, framing of contentious or difficult topics such as: grief, gender, sexuality, body and identity, race, and the ethics of fine art practice around these themes.

Classes may occasionally include graphic content such as videos and images of the human body not suitable for those under 18 or for those who may be sensitive or triggered by such content.   We will always include content warnings verbally and on CANVAS for topics we think require one. Please discuss any concerns you may have with tutors. It is not the intention of tutors or other students to cause you any personal harm or distress.

Please practice your own self-care strategies as appropriate should any material affect you negatively in any way.

You can leave the teaching room at any point (if possible without disturbing others) for the duration of that particular topic.

Where you plan to create artwork that may cause stress, discomfort, anxiety, emotional upset and/or trauma for other students, please discuss this practice with your tutors so that measures can be put in place to mitigate any risk (such as restricted view or peer group agreement).

	Always speak to tutors before or after class if you have any concerns. **Answer from Liverpool Screen School:** N/A
3...Are any of the above degree courses currently issuing trigger/content warnings which apply to specific teaching materials. Please see the definition of teaching materials above.	**Answer from Liverpool School of Art and Design:** No **Answer from Liverpool Screen School:** Yes
4...If the answer to question three is yes can you provide a copy of the specific trigger/content warning. In the case of each content/trigger warning can you provide the title of the teaching material (s) it relates to. In the case of the teaching materials can you identify the relevant novelist and or playwright and or poet and or thinker and or author and or film maker and or documentary film maker and or artist and or photographer and or musician and or historical figure and or dramatist. In the case of each warning can you state when it was introduced and why. In the case of each warning can you state which module and degree course it relates to.	**Answer from Liverpool School of Art and Design:** N/A **Answer from Liverpool Screen School:** We don't routinely record content warnings given but lecturers and content providers provide a verbal overview of the content as and when it is required. For example, prior to a guest lecture by the poet Rebecca Goss, we provided a verbal content description of her collection 'Her Birth' as exploring the illness and subsequent premature death of the poet's young daughter. This allowed students who had experience similar circumstances to be prepared rather than overwhelmed. We consider this a basic courtesy to our students. In Film Studies & Creative Writing, Film Studies Tutors will leave any potentially difficult film clips until the end of a class. The tutor will introduce them explaining that this section of the film may be difficult to watch and if anyone is uncomfortable with this they may leave. For example, in Blackkklansman and Three Brothers by Spike Lee there is news footage of the death of George Floyd.
5...Irrespective of whether the University routinely issues trigger warnings (of the kind defined above) and since 1 February 2021 have any of the degree courses felt the need to rest and or drop particular teaching materials and or remove material from those teaching materials. If the answer is yes, can you identify the specific teaching materials. In the case each of these teaching materials can you identify the relevant author and or writer and or novelist and	**Answer from Liverpool School of Art and Design:** No **Answer from Liverpool Screen School:** No

	or playwright and or poet and or filmmaker and or TV dramatist and or artist and or photographer and or musician. In the case of each of these teaching materials can you state whether it has been dropped from the course altogether or whether it has been rested. If information has been withdrawn, can you identify the information which has been withdrawn. In the case of each work that has been dropped and or rested and or has had material withdrawn can you state when this action was taken and why.	
22/004	**Your Request**	**LJMU Response**
	I am making a freedom of information request about the outcome of any investigation of class A drug use of your students (of any course) from 01/08/2021 - 07/01/2022.	0
	I am making a FOI request about how many Nursing students of any field have been suspended & expelled due to class A drug use. I am interested in the time period of 05/08/2021 - 01/01/2022	0
22/005	**Your Request**	**LJMU Response**
	Drug use among students	

22/005

Your Request

1. How many reports have been made regarding students taking recreational drugs in the last academic five years (16/17-20/21)?

LJMU Response

In the last 5 academic year the number of Student Disciplinary Cases relating to drug use/drug supply was 92. Of these, 58 cases were proven and resulted in a sanction. Please note that an individual may have multiple cases open against them during their study.

	16/17	17/18	18/19	19/20	20/21
Cases	9	42	34	7	0
Sanctions	9	26	22	1	0

The majority of drug related incidents are reported to LJMU by our partner halls of residence. By way of context, the 19/20 and 20/21 academic years were disrupted by Covid-19 pandemic lockdowns, including when teaching was moved online and a high percentage of students chose not to reside in partner halls of residence.

2. Can I have a breakdown of which recreational drugs these were, please?		16/17	17/18	18/19	19/20	20/21	Grand Total
	Cannabis	8	25	21			54
	Class A	1		1			2
	NOS		1				1
	Not Recorded				1		1
	Grand Total	9	26	22	1		58

3. What are the steps you take after a student has been reported for recreational drug use?	Student Discipline Policy, including Code of Conduct and Sanctions is available at: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process
4. How many students have been suspended due to recreational drug use in the last academic five years (16/17-20/21)?	0
5. How many students have been expelled permanently due to recreational drug use in the last academic five years (16/17-20/21)?	0
Dealing drugs at university	
6. How many students have been reported for dealing recreational drugs in the last academic five years (16/17-20/21)?	0
Drug use among staff members	
7. How many staff members have been reported for taking recreational drugs in the last academic five years (16/17-20/21)?	0
8. What are the steps you take after a member of staff has been reported for recreational drug use?	"Inappropriate behaviour due to alcohol or drug abuse" is one of the examples of gross misconduct given in the LJMU's Staff Disciplinary Procedure.

The University has in place an investigation protocol, which sets out steps to follow to undertake a fair and impartial investigation into allegations. These investigation are undertaken by trained staff. |

		Based on the recommendations from the investigation, a decision is then taken on what action, if any, would be required under the University's disciplinary procedure.
	9. How many staff members have been suspended due to recreational drug use in the last academic five years (16/17-20/21)?	0
	10. How many staff members have been fired due to recreational drug use in the last academic five years (16/17-20/21)?	0

22/006	**Your Request**	**LJMU Response**			
	Please can responses to all questions cover the last four academic years including and up to 31st December 2021				
	Total cost of employed counsellors (named in the job title presented to students - not practitioner or adviser roles). This sum should include on costs such as pension etc.	2018/19 actual	2019/20 actual	2020/21 actual	2021/22
		£253k	£288k	£287k	£300k (6 counsellors and 1 manager (budgeted spend 2021/22)
	Cost spent by the institute on outsourced counselling provision (do not include web based self-help such as Togetherall or Silvercloud). Also do not include services who are statutory provision which the institute does not pay for.	2018/19 actual	2019/20 actual	2020/21 actual	2021/22
		Nil	Nil	Nil	Estimated at £10k for 2020/21 (latest forecast in system), nil budget
	The cost for mental health advisors, well-being advisors and mental health advisors (do not include those funded by DSA).	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22

£62k	£88k	£91k	£109k budgeted spend 2021/22

Total number of students for academic year 2021/22. Please break this down into Undergraduate and Postgraduate.	This information is available from the Higher Education Statistics Agency (HESA) https://www.hesa.ac.uk/data-and-analysis Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.
Basic undergraduate fee for a UK (Home) student.	This information can be found in our Fees and Funding Guides available on our website: https://www.ljmu.ac.uk/discover/fees-and-funding/specific-fees-info/undergraduate-finance
Fee for an overseas/international student - if this is variable then include the range from-to.	This information can be found on our website: https://www.ljmu.ac.uk/international/thinking-of-applying/tuition-fees
Postgraduate fees - Masters level and PhD. level. Include in this the charge for overseas and home students.	
Total cost of staffing in your institute's marketing dept. This includes social media staff, alongside management etc.	LJMU will not provide details of its Marketing and Student Recruitment budget and spend due to the likelihood of this information causing prejudice to its commercial interests. We consider it to be exempt from disclosure under the provisions of section 43(2) of the FOIA The University recruits students in a very competitive marketplace and considers that no public interest would be served by the disclosure of this information.
Total cost of outsourced marketing contracts - such as marketing agencies, press agencies and social/digital media contracts.	

Total number of students referred to outside mental health services such as IAPT.	2021/22 * Year ongoing	121	
	2020/21	134	

| 2019/20 | 25 |
| 2018/19 | No data |

| The percentage and number of students directed or referred into third sector services (such as Mind or local charities). | N/A |

22/007	**Your Request**	**LJMU Response**
	In accordance with the Freedom of Information Act, I would be grateful if you could comply with the following requests on student mental health between the following year ranges 9 June 2019 - 9 June 2020 10 June 2020 - 9 June 2021	We have answered the below questions in relation to Academic Years which run from the 1st August each year. This is to reflect how our information is stored.

Detail the amount spent on mental health and whether you have a dedicated mental health budget

The following amounts are detailed as budget for mental health services.

| 2019/20 | £414,805 |
| 2020/21 | £483,337 |

Detail the amount of a) counsellors b) other clinical staff employed

Counsellors

| 2019/20 | 6 |
| 2020/21 | 6 |

Mental Health Nurses

| 2019/20 | 3 |
| 2020/21 | 3 |

Other wellbeing staff

| 2019/20 | 10 |
| 2020/21 | 10 |

| Detail the a) median b) longest wait to see a counsellor | We do not hold this information |

| Detail the number of students enrolled | This information is available from the Higher Education Statistics Agency (HESA) https://www.hesa.ac.uk/data-and-analysis |

		Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.	
	Detail the number of students engaged with counselling	Individual students booking one or more appointments:	
		2019/20	662
		2020/21	567

22/008	**Your Request**	**LJMU Response**
	Does your institution provide students with any structured physical activity programmes that are designed to improve student mental wellbeing?	No
	If not, does your institution direct students who are potentially or actually experiencing mental health difficulties to any structured physical activity programmes that are designed to improve student mental health and wellbeing?	No
	If so, please either provide a description of the programme that contains sufficient information to address the following questions or send me any paper or electronic materials that will allow me to extract this information. • Name of the programme (if it has one) • Aim and objectives of the programme • Who designed the programme? • Who delivers the programme? • What procedures are involved in the programme (including activities and/or processes used in the intervention)? • What materials (either physical or information) are involved in the programme? • How is the programme delivered (e.g. face-to-face, internet or telephone)? • Where does it take place? • How many sessions over which period of time are included in the programme (including their duration and frequency)? • Is the programme personalised or tailored to the student needs? If so, please describe. • Has the programme been modified or adapted during the COVID-19	N/A

	pandemic? If so, please describe the changes.	
	• Has any evaluation been done on the acceptability, practicality, or effectiveness of the programme? If this information is publicly available, where can it be accessed?	

22/009	**Your Request**	**LJMU Response**
	Please provide me with the total number of electronic devices reported lost or stolen within your organisation over the last five calendar years (2021, 2020, 2019, 2018, 2017)	Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately the University's Information Technology Services team does not record the such incidents in a reportable format.

To ascertain from ITS records how many incident reports related to lost or stolen devices have been reported, would require manual analysis of all IT incidents files. Due to the volume of IT incident files raised over the 5 years you have requested the costs of manual analysis would be in excess of £450. |
| | Please provide me with the total number of malicious emails blocked by your organisation over the last three calendar years (2021, 2020, 2019) broken down by year and categorised accordingly. | LJMU only hold this data for one rolling year. Below is the data for 19th January 2021-19th January 2022.

Emails blocked – by type

Spam 1,102,072
Graymail 1,055, 694
Blocked 185,483,789
Analysed advance threat 948 |

22/010	**Your Request**	**LJMU Response**
	How many FOI requests your institution received in 2021, broken down by month.		

Jan-21	24
Feb-21	18
Mar-21	34
Apr-21	22
May-21	19
Jun-21	22
Jul-21	20
Aug-21	22
Sep-21	12
Oct-21	14
Nov-21	21
Dec-21	9

Total number of students enrolled in 2020-21	
	27300

			This information is available in our 2021 [Financial statements](#).
22/011	**Your Request**		**LJMU Response**

22/011	**Your Request**	**LJMU Response**
	1. Total number of FOI requests received broken down into the following years; 2019, 2020, 2021.	Total number of confirmed FOI requests received each year (not including those where no clarification was provided, or they were otherwise closed).

2019	268
2020	234
2021	237

	2. Total number of requests identified in Q1 responded to within the statutory time frame (including requests where clarification was sought and where an extension was applied to conduct a public interest test) broken down into the following years; 2019, 2020, 2021.	Total number of the above requests that were responded to within the statutory time limit each year.

2019	217
2020	197
2021	221

	3. Total number of Data Subject Access Requests received broken down into the following years; 2019, 2020, 2021. p.s. If you think fulfilling this request would exceed the appropriate time-cost limit set out in section 12, please restrict my request to the first question only.	Total number of verified Data Subject and other Information Rights requests received each year.

2019	44
2020	32
2021	38

22/012	**Your Request**	**LJMU Response**
	When the university have any problems with showers, who do they use as their supplier for shower parts?	Maintenance of LJMU buildings in undertaken under a Hard FM Contract with Salisbury Group
	Also, can you provide an email for the maintenance department?	Details of how to contact LJMU can be found on our website: https://www.ljmu.ac.uk/Contact%20us/Key%20contacts

22/013	**Your Request**	**LJMU Response**
	I am wondering whether this University has an open-plan office design for lecturers only to work at, rather than a traditional individual/shared by two people office?	Our estates team does not classify any offices used by lecturers as "open plan", however we can provide the following breakdown with the data on our systems.

Offices designed for 1 or 2	582
Offices designed for 3+	123
Offices with no occupant data held	34

22/014	**Your Request**	**LJMU Response**

	We are currently undertaking an internal market research exercise to understand the number of individuals entering education and the market place in the Building surveying profession. We were wondering whether you would be able to help us benchmark some figures for the years 2019,2020 and 2021. If possible, please provide the number of individuals that have enrolled in a surveying course and the number of graduates.	Under the provisions of s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible to you elsewhere. Tailored datasets of Higher Education Sector data are available from JISC. More information about this service can be found on their website: https://www.jisc.ac.uk/tailored-datasets
22/015	**Your Request**	**LJMU Response**
	I am getting in touch to ask which company supplies the door access card readers on buildings around Liverpool John Moores University (used for contact-less access on campus cards). Please give all information relating to: The make and model of readers used	CEM S-Pass, CEM Emerald, CEM 210E
	The company which manufactures/distributes the readers	CEM Systems Ltd
	Any third-party installers/channel partners used to purchase the readers	ABM Fire & Security
	The security infrastructure provider	LJMU IT Services
	The software used to manage the door controllers and readers.	CEM Systems Access 2000
	Approximate quantity of doors at the university	5000+
	Name of the Head of Estates for the University	Details of our University Structure can be found on our website. https://www.ljmu.ac.uk/about-us/structure
	Additionally, if the university uses readers from multiple suppliers, please give a list of all suppliers.	N/A
22/016	**Your Request**	**LJMU Response**
	From September 1 2021 up to date for relevant 3 separate departments (if applicable) for: History, English and Music Can you please provide for each relevant department (redacted as needed) internal communications/memos/notices/emails/video conference calls , advice, webinars or transcripts of these, etc	Response with regard to LJMU History programmes: Decolonising the curriculum is integral to everything we do across the History programmes at LJMU. Emerging from staff expertise, curriculum relating to the legacies of Empire and the process of decolonising is at the core of what we teach. This is perhaps best captured and represented in the recent

- From potentially
Staff networks, working groups, intranet notices, senior members staff and management,
internal recommendations on behalf of senior staff or the organization as a whole, reports, letters, petitions and external communications to senior staff

(this is only suggested material)

- My main focus is email communication to and from the *most senior staff*, like head of department, and the member of staff responsible for inclusion and equalities within these departments

- Regarding:
Actions, interventions and projects intended to decolonise or address contested legacies and diversity - particularly with regard to composers who may be problematic on regard to colonialism, racism and slavery

This could found using key terms:
"Decolonising" "Colonialism", "imperialism", "empire", "institutional racism", "white supremacy" "far right" "anti-racism" "trigger warning" "triggering"

In particular I would like to know what material has been a focus for review of re-assessment

As a focussed question it could be framed as:
"What work is being done, or has been proposed in the above material, to tackle historic legacies of slavery, racism, or other contested legacies?"

Programme Revalidation process (see SED History Cluster v2.3).

All undergraduate students take the Level 4 module: Lion Rampant, Lion Tamed. This module gives students an overview of the rise and fall of the British Empire, with a focus on the global spread of the empire and the consequences for the colonial world. Students may then explore these themes further in the Level 5 module: Colonial Africa, and Interpreting Conflict in post-colonial Africa, and End of Empire in Southeast Asia at Level 6.

In specific regard to the legacies of slavery and racism, Dr Andrea Livesey is well established in this field, being a specialist in slavery and its legacies in the US and the UK. Livesey offers dedicated modules on Gender, Race and Slavery in the United States at Level 5, and Liverpool and Slavery at Level 7. This latter module explores Liverpool's history through its involvement in the Atlantic slave economy. In this module students research the legacies of slavery through the links that LJMU had to the slave economy. Through research projects, set by students themselves, students discover the extent that slavery reached into the heart of institutions and transformed the way that institutions function today.

We also have a strong, developing commitment to the modern history of the United States and in the context of that deal with legacies of slavery and racism there. All students are exposed to this history in the core Level 4 module: The American Age.

Extending into Levels 5 and 6, we have recently appointed Dr Katherine Ballantyne who, from 2022/23, will be offering the Level 5 module: The Civil Rights Movement and, at Level 6: Activism and Revolution in the Long Sixties.

The first of these introduces students to the everyday experiences of activists and African Americans during the civil rights movement in the U.S, whilst the latter challenges students to think critically about the intersections of social change, racial

		backgrounds, gender, and sexuality in the 1960s. The attached correspondence also provides further insight, not least our engagement with the university wide review of our progress towards decolonising the curriculum (see email Re LJMU Decolonisers of the Curriculum We Need You! 140921). You will also find an email from Professor Nicholas White calling for students to explore European (including British) imperialism and decolonisation since 1750 in forthcoming dissertations in 2022/23, although this is a topic he offers to supervise every year (see Dissertation Module NW 160921). White's commitment in this field is also referenced in the email Re Potential research Budget NW 111121 in relation to work he has been doing in relation to the Elder Dempster Line and efforts to disseminate those materials. Further detail around how this matter was addressed as part of our recent revalidation exercise is found in email correspondence with Dr Chris Vaughan (see re Decolonising PPR CV 290921). Finally, the email Re AHRC CDA opportunity 070222 shows an encouragement to a Level 6 student to consider taking up a doctoral research project to explore global connections in the collections held at Saltram. Please see Annex 1 for relevant emails and reports held by the History Subject Lead.
		Response with regard to LJMU English Programmes: Please find below an extract from the 'Self-Evaluation Document' written prior to the Review of the BA (hons) English Literature Programme in October 2022. This outlines work done to date in updating the curriculum, including, as indicated some

prior consultation and projects with students, and staff working groups.

As will be evident, this review was in terms of additions to the curriculum rather than redactions from it.

De-colonizing the Curriculum:

In 2019 and 2020, the English Department was awarded two successive 'Curriculum Enhancement Internships'. The first took the form of a student-led enquiry and audit into diversity in materials and content on the UG English Literature programmes. Its main findings relating to the programmes directly were:

1) The unspoken power of whiteness should be examined and challenged in the core curriculum. Race and diversity awareness should not be an optional consideration for HE students e.g. slavery and its legacies should be a key to understanding Literature in English from the 18th Century and beyond.

2) The placement of texts which treat race and diversity within the syllabus should be considered to avoid marginalisation and tokenism. We should consider arranging texts throughout the module to encourage/foreground discussion of these texts and in assignments, and provide resources to historicise and research these issues in particular areas of expertise.

3) Students and particularly BAME students should participate in the consultation regarding the equality, diversity and inclusion of curriculum content and its assessment, before any programme degree re/validation.

The second 'Curriculum Enhancement Internship' in 2020 addressed the implementation of these recommendations. It involved students and staff auditing and re-developing module materials to better reflect a diverse and de-colonized curriculum. Existing modules such as 'Body, Mind and Soul: Seventeenth-Century Literature and Culture', 'Postcolonial Writing', 'Poetry Matters', and 'Modernism' enhanced the diversity of their primary and secondary reading lists in response. In

these proposed programme outlines the new modules reflect this drive towards greater diversity and a decolonized curriculum. New modules such as the Core Module 'Liverpool Legacies' at level 4 and level 5 options 'Forms of Slavery' and 'Black British Writing' speak both to this determination and also to current staff and student research interests.

Please see Annex 2 for further relevant documents held in relation to our English Programmes.

LJMU does not have a Music program.

22/017	**Your Request**	**LJMU Response**	
	Has your university been subject to any ransomware attacks in the last 2 years?	The university has not been impacted by a known ransomware attack on centrally managed systems. The IT Services team log all requests for help from individuals (including security related issues) as incidents. The incident logs are not fully searchable for key terms. To locate records of any detected cyber-attacks, each of these logs would need to be manually checked. Due to the large volume of these logs, (in excess of 30,000 for a year) the costs involved in locating these records would be disproportionate. The FOIA at Section 12 puts a limit of £450 on the costs the University should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Due to the volume of IT incident logs held, the costs of manual analysis would be in excess of £450.	
	If so, when did they take place?		
	Have you paid a ransom/s in return for data stolen during a mentioned ransomware attack/s?		
	If you've paid ransom/s, then what's the total amount you've paid?		
22/018	**Your Request**	**LJMU Response**	
	I am requesting the policy document which pertains to mask wearing whilst on university grounds. Also all copies of any policy regarding covid-19	Details of LJMU's COVID-19 policy including that on face coverings can be found on our website at this address: https://www.ljmu.ac.uk/microsites/moving-forward	
22/019	**Your Request**	**LJMU Response**	
	Under the terms of the FOIA 2000, I kindly request the following information with regards to the MPharm Pharmacy course for each admissions cycle between 2017 to 2021:	Please see data in table below	

- The number of applicants
- The number of offers made
- The number of accepted offers
- The number of students enrolled within year of the course
- The number of students who withdrew from the course
- The number of graduates

Please note from academic years 2020-21 our MPharm course has offered a Year 0 (Integrated Foundation year)

Figures are provided for those who accepted offers for study and in (brackets) those who have enrolled in that academic year.

Please note that Withdrawals refers to students who have left a course for reasons consistent with the relevant HESA reporting definition.

	2017-18 *4 year course*	2018-19 *4 year course*	2019-20 *4 year course*	2020-21 *4 year course*	2020-21 *4+1 year course*	2021-22 *4 year course*	2021-22 *4+1 year course*
Number of applicants:	656	620	678	672	48	749	310
Number of offers made:	417	530	580	556	43	674	250
Number of offers accepted:	270	277	323	311	37	367	149
Number of students enrolled in each year:	Year 1: 106	Year 1: 131	Year 1: 145		Year 0: 17		Year 0: 48
	Year 2: 114	Year 2: 101	Year 2: 124		Year 1: 155		Year 1: 162
	Year 3: 102	Year 3: 117	Year 3: 96		Year 2: 137		Year 2: 134
	Year 4: 140	Year 4: 106	Year 4: 115		Year 3: 123		Year 3: 130
					Year 4: 94		Year 4: 119
Graduates:	134	108	116	94	-	-	-
Withdrawals:	3	4	7	6	2	5	1

22/020	**Your Request**	**LJMU Response**
	Contract 1 - Telephony/Voice Services (Analogue, ISDN VOIP, SIP etc)	This information is available in the "Information relating to IT provision and use" document available on our website at this address:

1. Telephony/Voice Services Provider- Please can you provide me with the name of the supplier for each contract.	https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data
2. Telephony/Voice Services - Contract Renewal Date- please provide day, month and year (month and year are also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. If there is more than one supplier, please split the renewal dates up into however many suppliers	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.
3. Telephony/Voice Services - Contract Duration- the number of years the contract is for each provider, please also include any contract extensions.	
4. Telephony/Voice Services - Type of Lines - Please can you split the type of lines per each supplier? PSTN, Analogue, SIP, ISDN, VOIP	
5. Telephony/Voice Services Number of Lines / Channels / SIP Trunks- Please can you split the number of lines per each supplier? SIP trunks/connections, PSTN, Analogue, ISDN	
Contract 2 - Incoming and Outgoing of call services.	
6. Minutes/Landline Provider- Supplier's name (NOT Mobiles) if there is no information available, please can you provide further insight into why?	
7. Minutes/Landline Contract Renewal Date- please provide day, month and year (month and year is also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract.	
8. Minutes Landline Monthly Spend- Monthly average spend on calls for each provider. An estimate or average is acceptable. If SIP services, please provide me with the cost of services per month.	
9. Minute's Landlines Contract Duration- the number of years the contract is for each provider, please also include any contract extensions.	
10. Number of Extensions- Please state the number of telephone extensions the organisation currently has. An estimate or average is acceptable.	
Contract 3 - The organisation's broadband provider.	

11.   Broadband Provider- Supplier's name if there is not information available, please can you provide further insight into why?

12.   Broadband Renewal Date- please provide day, month and year (month and year is also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. If there is more than one supplier, please split the renewal dates up into however many suppliers

13.   Broadband Annual Average Spend- Annual average spend for each broadband provider. An estimate or average is acceptable.

Contract 4 - Contracts relating to Wide Area Network [WAN] services, this could also include HSCN network services.

14. WAN Provider- please provide me with the main supplier(s) if there is no information available, please can you provide further insight into why?

15.   WAN Contract Renewal Date- please provide day, month and year (month and year are also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. If there is more than one supplier, please split the renewal dates up into however many suppliers

16. Contract Description: Please can you provide me with a brief description for each contract

17. The number of sites: Please state the number of sites the WAN covers. Approx. will do.

18. WAN Annual Average Spend- Annual average spend for each WAN provider. An estimate or average is acceptable.

19. For each WAN contract can you please provide me with information on how this was procured, especially around those procurement that used frameworks, please provide me with the framework reference.

20. Internal Contact: please can you send me their full contact details including contact number and email and job title for all the contracts above.

22/021	Your Request	LJMU Response
	I am writing to you under the Freedom of Information Act 2000 to request the following information regarding figures for rent in	LJMU does not own or manage any student accommodation, therefore we do not hold this data.

university-run accommodation and student halls.

Please could I have the following data broken down by year?

1. How many students have you had staying in university-run accommodation and student halls, in the last five years?

2. How much rent has the university collected year on year for university-run accommodation and student halls, in the last five years?

3. How much money has been invested in university-run accommodation and student halls for upkeep/maintenance/renovations, in the last five years?

4. How many students staying in university-run accommodation and student halls, if any, have been indebted to the university for late rent payments, in the last five years?

5. How many students staying in university-run accommodation and student halls, if any, have been evicted for missing rent payments, in the last five years?

22/022	Your Request	LJMU Response
	I am writing to request the number of sexual misconduct cases involving university students reported to the University. I also require the data to include information on the following. How many was investigated by yourselves How many faced disciplinary action. How many were reported to the police For the following academic years: 2017/18. 2018/19. 2019/20. 2020/21 **To clarify both the victim and perpetrator must be or have been students.** Please ensure the figures include the following HO [Home Office] codes. 1713, Sexual Crime, Assault On Male By Penetration 1715, Sexual Crime, Assault On Male Not By Penetration 1908, Sexual Crime, Rape Of A Female Aged 16 Or Over	LJMU can be notified of incidents and allegations of sexual misconduct via *the Student Complaint Procedure,* accommodation providers' incident reports, Police notifications and student disclosures. Students also report incidents to the Student Advice and Wellbeing department. Students can seek support for incidents from our Student Advice and Wellbeing department who offer a wide range of support and advice including assistance in making an informed decision about next steps, should an individual choose to report to authorities within the University or to the Police Cases where a complaint raised and the alleged perpetrator is an LJMU student are dealt with under a number of procedures dependent on how the incident is reported. These include: *Student Complaint Procedure* *Student Code of Behaviour and Disciplinary Procedures*

1910, Sexual Crime, Rape Of A Male Aged 16 Or Over

1912, Sexual Crime, Attempted Rape Of A Female Aged 16 Or Over

 1914, Sexual Crime, Attempted Rape of A Male Aged 16 Or Over, · 2003, Sexual Crime, Assault on A Female By Penetration

2005, Sexual Crime, Sexual Assault On A Female · 8806, Sexual Crime, Commit Offence With Intent To Facilitate A Sexual Offence ·

8807, Sexual Crime, Trespass With Intent To Commit A Sexual Offence

 8809, Sexual Crime, Exposure · 865, Violence Against The Person, Stalking Involving Fear of Violence · 866, Violence Against The Person, Stalking Involving Causing Serious Distress Or Alarm To The Victim

12512, Violence Against The Person, "Harassment, Alarm Or Distress

If it is not possible to provide the information requested due to the information exceeding the time or cost limits identified in Section 12, please provide the information in part and chronologically with a priority placed upon 2020/21 data.

When allegations are made to the police, the case is dealt with initially under the *Applicant and Student Criminal Convictions Policy*.

Details of LJMU student policies and procedures are available at: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process

Prior to September 2020, LJMU recorded cases of sexual misconduct investigated under the University's Student Disciplinary Procedure in an easily reportable format. This information has been provided in the table below.

However, the University's Student Governance team did not record the nature of the incident (i.e. Sexual assault) in Criminal Convictions Procedure and Student Complaints cases in a reportable data form prior to September 2020.

Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Due to the volume of files held by the service over the years you have requested the costs of manual analysis would be in excess of £450.

Calendar years		
2017 – 2020	Cases of Sexual Assault investigated by the university under the:	
	Student Code of Behaviour and Disciplinary Procedures	<5
2021	Since the introduction of a new CRM system, we are able to report on investigations under all policies:	
	Applicant and Student Criminal Convictions Policy	5
	Student Code of Behaviour and	<5

Disciplinary Procedures	
Student Complaint Procedure	<5
Received advice regarding the *University's Sexual Misconduct Policy* and *Student Complaint Procedure*	<5

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers of disciplinary in each year where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. We have reported these categories as involving "<5" or "less than five" individual cases.

Further, the University will not provide details of specific incidents in response to this request to ensure compliance with the principles of the Data Protection legislation.

Cases of sexual assault during this time have been investigated under the provisions of the Student Disciplinary and the Criminal Convictions Policy.

Outcomes of these cases, in no particular order included.

- No Further Action
- Written Warnings
- Suspension and Monitoring under Fitness to Practice Procedures
- Exclusion for 12 months
- Expulsion

Several of these cases remain under-investigation and an outcome has not yet been reached. In one case the respondent withdrew from study at LJMU before the investigation could be completed.

.

22/023	**Your Request**		**LJMU Response**	
	Since 1.1.2019 how many non-disclosure legal agreements have been signed between the university and (i) staff or ex-staff, (ii) students and (iii) other people.		<table><tr><td>(i) Staff or ex-staff</td><td>8</td></tr><tr><td>(ii) Students</td><td>5</td></tr><tr><td>(iii) Other people</td><td>none</td></tr></table>	
	For each of these agreements please state (i) the year the agreement was signed, (ii) whether the person signing the agreement with the university was (a) a staff member or ex-staff member, (b) a student or (c) other person, and (iii) how much, if any money, was also paid to the person as part of the agreement.		The University has taken the decision to refuse disclosure under Section 40 (2) of the FOIA because the information is the personal data of a third party, and as such, disclosure would breach one or more of the principles of the GDPR.	
	Have you signed up to a pledge NOT to use non-disclosure agreements for people making claims of bullying, harassment or sexual assault which involve your university? If so when did you sign the agreement?		LJMU has not signed a pledge. However, in 2020, LJMU decided that confidentiality clauses would no longer be included as standard in our template staff and student settlement agreements. If confidentiality clauses are included, specific consideration of the SRA guidance and the EHRC guidance will have taken place first.	
22/024	**Your Request**		**LJMU Response**	
	1. Email and Name of the Alumni relations manager or equivalent Person in charge of the Alumni.		Alumni relations falls under the responsibility of our Corporate Communications and Stakeholder Relations team. Details of how to contact our Alumni team can be found on their website: https://www.ljmu.ac.uk/about-us/structure/professional-services/corporate-communications-and-stakeholder-relations	
	2. The exact number of graduates registered in your alumni association.		Graduates can choose to remain in contact with the university via our LJMU Connect network or by receiving our alumni newsletter. There are currently 11,808 members in our LJMU Connect network. This is a communications network for alumni – you can find out more information on our website: https://www.ljmu.ac.uk/students/graduation/your-next-steps/alumni-community 77,087 individuals receive LJMU's alumni newsletter	
22/025	**Your Request**		**LJMU Response**	
	(a) Do you (the university) know this international doctorate-scamming scandal involving Taiwan's President Ing-wen Tsai, the		This is not a request for information that is 'held' by LJMU as a public body.	

		University of London, and the London School of Economics (LSE)?	Therefore, it is not appropriate for us to respond to this question under the provisions of the FOIA.
		(b) Do you (the university) want to help to improve the academic reputation of UK universities by urging the the University of London and LSE to stop covering up this international doctorate-scamming scandal?	A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation.
		(c) Do you (the university) want to help to improve the academic reputation of UK universities by urging the University of London and LSE to tell the truth to the world with a deep apology?	

22/026	**Your Request**		**LJMU Response**
	May I request you to share past, ongoing and future projects / activities / plans of your University in India, including any collaboration		LJMU sees India as a priority market, for both recruitment and partnerships, for the following activities: - Joint curricula development including 4+0s, 3+0s, Dual and Joint Awards (3+1's, 2+2's, 1+1's) - Development of Articulations and Pathways - Development of joint research collaborations - Development of staff exchange programmes/opportunities - Development of student exchanges and mobility programmes/opportunities including opportunities for summer schools for our students to spend time at our partner institutions and for partner institutions students to spend time at LJMU - Virtual Exchanges
	research		Please see the attached Annexes. Annex 1 provides a summary of joint research projects recently undertaken between LJMU and Indian academics, including a case study. Annex 2 provides a list of all publications and collaborations between LJMU and Indian academics since 2018.
	student exchange		LJMU has developed and is developing student exchange partnerships (both short term (non-credit-bearing) and traditional (credit bearing)) with the following institutions: - Symbiosis International University - Alliance University - REVA University

- ISCA
- Amity
- Karpaga Vinayaga Educational Group (KVEG)
- Athena School Management
- International Institute of Management Studies (IIMS Pune)

partnerships with institutions

Approved Transnational Education Partnerships:

upGrad www.upgrad.com

Offering a range of online postgraduate programmes:

	Academic year		
Programme	19/20	20/21	21/22
MSc Artificial Intelligence	259	608	767
MSc Data Science	378	572	922
MSc Big Data			8
MSc Computer Science			228
MSc Management			
MBA		296	686
Total New Enrols	**637**	**1476**	**2611**

Partnerships in Development with programmes due to start 2022/23:

International Skills Development Corporation
https://iscaglobal.org/

Offering a range of UG and PG programmes:

- BA (Hons) Communication Design with named routes in:
    - Advertising
    - Animation
    - Game Art & Design

		- o Graphic Design - o Photography - o UI-UX Design - o Visual Effects • MA Communication Design LJMU is finalising partnership with the following institutions to offer articulation and pathway programmes on 2+2 and 3+1 models, including: • GIET University, Gunupur • Karpaga Vinayaga Educational Group (KVEG) • Athena School Management • International Institute Of Management Studies (IIMS Pune) • Indian School of Business and Computing (ISBC)
	Also, kindly share the number of students from India attending your esteemed university.	We currently have 307 enrolled students who have declared their domicile (country of permanent residence) as India. A further 65 other students have declared an India nationality but they have a non-Indian domicile.
22/027	**Your Request**	**LJMU Response**
	I understand that a number of student's tuition fees are paid for without the use of a student loan. Can you please provide me with the following information: 1) What are the total funds that the university currently has, as a result of overpayments, which are due to be returned to the party who paid?	£657,270.59 ** this figure will include students who are still active with the University, who retain a credit balance to offset future fee charges
	2) What period do these overpayments date back to (if possible the figures broken down into each respective year)?	August 2015 to July 2022
	3) What is the total number of people that have made an overpayment and are due a refund, in each respective period?	
	4) What is the total number of people who have received refunds and the total sums, in each respective period?	August 18-July 21
	5) What attempts are made to return overpaid monies?	Student account holders are contacted by correspondence.

6) What happens to monies that are not claimed?	Held on account for 6 years, funds will then be off-set against a provision awaiting potential re-claim	
7) Is interest accrued on refunds as a result of overpaid monies?	No	
8) What is the process for getting a refund?	See attached	
9) What happens if the person owed money is deceased?	Returned to executor/next of kin	
10) Is there a time limit on refund claims?	No	

22/028	**Your Request**	**LJMU Response**	
	How many members of staff have been **subject to a dismissal or summary dismissal for reasons of conduct** by the university in each of the last five complete academic years (2016-17; 2017-18; 2018-19; 2019-20; 2020-21). Please include data for all staff. **Where possible please also provide the reason for dismissal.**	<table><tr><td>2016/17</td><td><5</td></tr><tr><td>2017/18</td><td><5</td></tr><tr><td>2018/19</td><td><5</td></tr><tr><td>2019/20</td><td><5</td></tr><tr><td>2020/21</td><td><5</td></tr><tr><td></td><td></td></tr><tr><td>**Total in last 5 years**</td><td>**8**</td></tr></table> Where there is a risk of breaching the principles of the General Data Protection Regulation (GDPR), Section 40(2) of the FOIA allows our organisation to protect the Personal Data of individuals when we respond to a request. To ensure that an individual cannot be identified, or inferences be drawn about them, the University has inserted a "less than five" (<5) value in any appropriate cell.	

22/029	**Your Request**	**LJMU Response**	
	For each academic year from 2017 to present (2017-18, 2018-19, 2019-20, 2020-21, 2021-22, up to the date this FOI request is received), I would like to know the following: I would like the above information divided by sex of the student, and the academic department of study to be indicated, if possible.	Under the provisions of s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible to you elsewhere. Tailored datasets of Higher Education Sector data are available from JISC. More information about this service can be found on their website: https://www.jisc.ac.uk/tailored-datasets	

	(1) total number of undergraduate students, and total number of postgraduate students enrolled in each academic year;	
	(2) total number of undergraduate students who have dropped out, ceased, or interrupted their studies unofficially or officially in each academic year;	
	(3) total number of postgraduate students who have also dropped out, ceased, or interrupted their studies unofficially or officially in each academic year.	

22/030	**Your Request**	**LJMU Response**
	Please could you provide the following in respect of each of your previous 3 full financial years: • Your annual turnover or operating budget	2018/19 — £219,800,000.00 2019/20 — £217,000,000.00 2020/21 — £250,991,000.00
	• Your total procurement spend (inc VAT), including via Purchase Order/Invoice, Purchasing/Procurement Card, and Direct Debit	2018/19 — £58,216,000.00 2019/20 — £58,477,000.00

		2020/21	£84,841,000.00

• Your total procurement/purchasing spend (inc VAT) with Amazon, and its major subsidiaries, including Amazon Web Services (please note that Amazon purchases may be listed under a range of merchant names [i.e. AMZNMKTPLACE, AMAZON MARKETPLACE] within purchasing/procurement card spend data)		2018/19	£90,780.41
		2019/20	£115,375.42
		2020/21	£136,723.64

Please could you also answer the following questions: • Is your organisation or any part of it subscribed to Amazon Business?	No
• How much of the total spend with Amazon and its major subsidiaries (detailed above) is for the purchase of vouchers for gifting/award or other purposes?	Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, while the University's finance team keeps archived logs of spending, it is not possible to report on these for individual items purchased. To ascertain specific spending on Amazon gift cards would require manual analysis of each procurement card holders spending logs. Due to the volume of such files held over the 3 years you have requested the costs of manual analysis would be in excess of £450.

22/031	**Your Request**	**LJMU Response**
	My FOI request is related to the democratic values among UK universities.	This is not a request for information that is 'held' by LJMU as a public body.

What will you (the university) do when you face a similar degree fraud relating to corrupt politicians?	Therefore, it is not appropriate for us to respond to this question under the provisions of the FOIA.
Will you (the university) help to cover up a degree fraud without caring about the damage to the democratic values of UK universities?	A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation
So, my FOI request is: 1. Will you (the university) refuse to tell the requester whether fake certificates of your own university are fake?	
2. Will you (the university) help to cover up the degree fraud of a swindler who fake three degree certificates of your own university?	
3. Are similar degree frauds very common in UK universities or the corrupt case of the University of London is just a special case in UK universities? How can an UK university be so corrupt? Do you know what's wrong with the University of London?	
What's the future after Brexit?	

22/032	**Your Request**	**LJMU Response**
	I am writing to request the following for academic years 2017/18, 2018/2019, 2019/2020. 2020/2021; a) please could you provide me with the amount of Non-disclosure agreements the University has funded in relation to sexual misconduct cases where the victim and perpetrator are or were both students	Nil
	b) please could you disclose the amount of money the University has spent on Non-disclosure agreements in relation to sexual misconduct cases where the victim and perpetrator are or were both students	N/a

22/033	**Your Request**	**LJMU Response**
	I would like to submit a request for some information from the organisation, in relation to their contract's register.	LJMU can confirm that the University does not hold the information you seek, and that there is no central contracts register – no one member

The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings: 1. Contract Reference -Unique reference number associated with the contract. 2. Contract Title 3. Procurement Category –Please state the category name of the contract, I wish to know the category the contract is under. 4. Supplier Name 5. Spend (Total, Annual or contract value) 6. Contract's Duration 7. Contract's Extensions 8. Contract's Start Date 9. Contract's Expiry Date 10. Contract Description [Please provide me with as much detail as possible.] 11. Contact Owner (Person that manages the contract register) 12. CPV codes/Pro-Class **Contract Data/API Contact Details** 1. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title. *(Meaning of API "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")* 2. **IMPORTANT** 1. If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data. 2. You may forward me a Weblink to a portal to download the contract register, please make sure all the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all their contracts. 3. For those organisations planning to make an exemption around spend, the spend information I have requested is an overall figure	of staff has responsibility for a contract register or API as you describe.

	and I am not requesting a complete breakdown of services relating to the spend.	
22/034	**Your Request**	**LJMU Response**
	Please can you provide me with any information you have about donations (financial or in kind), research grants/funding and loans to your institution from the companies and individuals listed below, from the start of the 2016-17 academic year until your most recent records: **Companies**: Gazprom; Gazprom Neft; Rossiya; Jenn Bank; General Bank; Promsvyazbank; the Black Sea Bank; Sberbank; Aquind; Rosneft; Lukoil; Novatek; Nornickel; Yandex; Polyus; Surgutneftegas. **Individuals**: Boris Rotenberg; Igor Rotenberg; Gennady Timchenko; Lubov Chernukhin; Alexander Temerko; Dmitry Leus; Lev Mikheev.	LJMU has not received any donations, research grants or loans from the companies or individuals listed.
22/035	**Your Request**	**LJMU Response**
	1. How many sites and buildings does the University have?	43
	2. What type of lighting specifically (incandescent, fluorescent, halogen, LED or mixture) does the University use in the following areas? a.Residential Estate	LJMU does not own or manage any accommodation.
	b.Offices	LJMU does not hold this information.
	c.Libraries	
	d.Sport Facilities	
	e.Non-Residential Estate	
	f.Others	N/A
	3. For each building, what was the annual electricity energy consumption (in both kWh and £) for the last three years?	LJMU does not hold this information. Please see Annex 1 which contains total consumption of electricity across the estate in Kwh.
	4. For each building, are solar photovoltaic (PV) panels installed?	LJMU generates renewable energy from a solar array on the roof of our Byrom Street campus, Redmonds Building and Copperas Hill Sports Hall. There is an experimental "smart flower" installed by the faculty at Byrom Street.
	5. For each building, what Building Management System (BMS) is in use?	Trend

6. Is there a hard services external Facilities Management company under Contract with the College and who is it?	Yes – Salisbury Group Ltd
7. Please provide a copy of the University's Net-Zero/Sustainability/Carbon Management Plan.	Please see our website: https://www.ljmu.ac.uk/about-us/public-information/sustainability
8. Name, position, email address and contact number of the member of staff responsible for reducing the carbon emissions within the University as part of the overall Government strategy to reach Net-Zero?	Details of responsibility for estate and sustainability matters can be found on our website: https://www.ljmu.ac.uk/about-us/structure

22/036

Your Request	**LJMU Response**
I would like to know the percentage of English, Undergraduate, enrolled students, under the age of 25, since 2013/14 who are **confirmed** as care experienced, that do not meet the following criteria. Either: • A GCSE at grade C or above (4 in the new grading system) in **both** Maths and English • Three A levels at C or above	(see table below)

Headcount	Has A Levels	Has GCSE's	Has Both
173	37	147	33
	Has A Levels%	Has GCSE%	Has Both%
	21.4	85	19.1

22/037

Your Request	**LJMU Response**
Contract 1 - contact centre/call centre contracts Please send me the following information for each provider: 1. Incumbent Supplier: For each of the contract(s) please can you provide me with the supplier of the contract. 2. Annual Average Spend: the annual average (over 3 years) spends for each supplier 3. Contract Expiry: the date of when the contract expires. 4. Contract Review: the date of when the contract will be reviewed. 5. Contract Description: a brief description of the services provided of the overall contract. 6. Contact Details: The person from within the organisation responsible for the contract. Please provide me with their full name, actual job title, contact number and direct email address. 7. Number of Agents; please provide me with the total number of contact centre agents.	his information is available in the "Information relating to IT provision and use" document available on our website at this address: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere

8. Number of Sites; please can you provide me with the number of sites the contact centre covers.

9. Manufacturer of the contact centre: Who is the manufacturer of the contact centre system that you operate?

10. Busy Periods: Please state the month(s) which the contact centre is at its highest/busiest during the year. This can be based upon the number of calls. Your provider may be able to tell you quicker. E.g., JAN-MAR, APR, JUNE.

11. Do you use Microsoft Exchange 2003 as your email server? If not, then which product do you use?

12. Number of email users: Approximate number of email users across the organisations.

Please add any further comments attached to this contract if there are any changes coming to the organisation with regards to contact centres.

The second part of my request relates to the use inbound network services contracts which could relate to one of the following:

1.   0800, 0845, 0870, 0844, 0300 number

2. Routing of calls

3. Caller Identifier

4. Caller Profile- linking caller details with caller records

5. Interactive voice response (IVR)

For contract relating to the above please can you provide me with?

1. Incumbent Supplier: For each of the contract(s) please can you provide me with the supplier of the contract.

2. Annual Average Spend: the annual average (over 3 years) spends for each supplier

3. Contract Expiry: the date of when the contract expires.

4. Contract Review: the date of when the contract will be reviewed.

	5. Contract Description: a brief description of the services provided of the overall contract. 6. Contact Details: The person from within the organisation responsible for the contract. Please provide me with their full name, actual job title, contact number and direct email address.	
22/038	**Your Request**	**LJMU Response**

LJMU Response

This data shows the number of staff recruited each year who describe themselves in equality surveys as both "British" and "Muslim".

Year	No. of British Muslim hired
2011	Data not held
2012	<5
2013	<5
2014	<5
2015	6
2016	5
2017	<5
2018	9
2019	8
2020	5
2021	5
2022	<5
Grand Total	**50**

Your Request

1. How many British Muslim employees have you recruited? Please provide figures for every year since 2010.

Where there is a risk of breaching the principles of the General Data Protection Regulation (GDPR), Section 40 (2) of the FOIA allows our organisation to protect the Personal Data of individuals when we respond to a request. So that an individual cannot be identified, or inferences be drawn about them the University has inserted a "less than five" (<5) value in any appropriate cell.

	2. What is the average length of service?	The average length of service for British Muslim staff who are currently employed by LJMU is 7.96 years
	3. How many British Muslims have you employed in communications/media roles since 2010?	None

22/039	**Your Request**	**LJMU Response**
	4. A digital experience can be described as an integrated set of technologies, based on a common platform, that provides a broad range of audiences with consistent, secure and personalised access to information and applications across different digital touchpoints. With this in mind, how much has the university invested in improving the student digital experience across undergraduate and postgraduate studies during academic years: a. 2019/2020 b. 2020/2021	Our ITS team have calculated that since March 2020, £1,664,000 has specifically been spent on improving students online experience: | Academic Year	
---	---
2019/20	£1,094,000
2020/21	£570,000	
	1. How many feedback responses, both positive and negative, has the secretariat (or nearest equivalent)/central complaints team received about online learning relating to COVID-19 during academic years: a. 2019/2020 b. 2020/2021	This data is limited to requests made as part of complaints brought to the attention of our Student Governance Team which reference disruption due to COVID. Since the start of the 2019/20 academic year: | Academic Year	Complaints
---	---
2019/20	6
2020/21	65	
	2. What percentage of teaching will take place online in the academic year 2021/2022? (If exact figure is not known, please give best estimate). a. For undergraduate students b. For postgraduate students	During the 2021/22 academic year it is anticipated that all teaching will primarily be delivered face to face. Extensive online resources are used to enhance delivery of courses and to support students who have had to self-isolate. More information, including the updated guidance for students issued prior to and during the academic year, can be found on our website: https://www.ljmu.ac.uk/microsites/moving-forward
	3. During the academic year 2020/2021 how many requests for tuition fee refunds were made (please break down for undergraduate and postgraduate students)? Please include information about all tuition fee refunds (including	This data is limited to requests made as part of complaints brought to the attention of our Student Governance Team which reference disruption due to COVID. Since the start of the 2019/20 academic year:

when a students withdraws/goes on leave of absence).		

a. How does that compare to previous years (specifically 2018/2019 and 2019/2020)?

b. How many of those requests made in 2020/2021 cited a lack of in-person learning?

Academic Year	Complaints
2018/19	4 (2 PG, 2 UG)
2019/20	6 (2 PG, 4 UG)
2020/21	65 (29 PG, 36 UG)

This data relates to request for refunds of tuition fees because a student discontinued their study under the existing Tuition Fee Policy.

Academic Year	Refund Requests
2018/19	207
2019/20	235
2020/21	453

LJMU does not collect data related to the reason for a refund request under the existing Tuition Fee Policy.

22/040

Your Request	**LJMU Response**
The number of Students studying with the provider for each of the below academic years: 1. 1. 2017/18 2. 2. 2018/19 3. 3. 2019/20 4. 4. 2020/21	Under the provisions of s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible to you elsewhere. Tailored datasets of Higher Education Sector data are available from JISC. More information about this service can be found on their website: https://www.jisc.ac.uk/tailored-datasets
The number of disabled students studying with the provider for each of the below academic years: 1. 1. 2017/18 2. 2. 2018/19 3. 3. 2019/20 4. 4. 2020/21	
If the provider can confirm whether it holds more specific data on how many students across the institution have specific disabilities (e.g. how many students studying with the provider have dyslexia).	

The number of staff working for the provider for each of the below academic years:
1. 1. 2017/18
2. 2. 2018/19
3. 3. 2019/20
4. 4. 2020/21

This Data shows a "snapshot" of the number of people employed at LJMU on the 1st September of each year.

2017/18	2465
2018/19	2539
2019/20	2558

The number of disabled staff working for the provider for each of the below academic years: 1. 1. 2017/18 2. 2. 2018/19 3. 3. 2019/20 4. 4. 2020/2021	2020/21 | 2616

This Data shows a "snapshot" of the number of people who have identified themselves as disabled, employed at LJMU on the 1st September of each year.

2017/18	258
2018/19	277
2019/20	274
2020/21	268

If the provider can confirm whether it holds more specific data on how many staff working across the institution have specific disabilities (e.g. how many members of staff working for the provider have dyslexia).	Yes, we record disability in the following categories

Categories
Long-standing illness such as cancer HIV or diabetes
Mental health condition such as depression or anxiety disorder
Physical impairment or mobility issues (such as using wheelchair or crutches)
Social or communication impairment such as Aspergers syndrome
Blind or serious visual impairment
Chronic Asthma
Cognitive impairment (i.e. autistic spectrum disorder)
Deaf or serious hearing impairment
Other type of disability
Specific learning disability (such as dyslexia or dyspraxia)

22/041	**Your Request**	**LJMU Response**
	Please could I have the following data broken down by academic year? And please could I have information for the last five academic years (16/17-20/21)? 1. How many students each year have requested a refund for their tuition (whether they received it or not)? 2. What were the reasons given by the students asking for a refund? (partial or in full) 3. How many students asked for a refund for poor quality of teaching specifically? 4. How many refunds or partial refunds have been issued and please state a reason for each?	Please note that there are a number of ways in which LJMU may have received a request for refund of tuition fees. Where a student discontinues their studies during an ongoing academic year they can apply for a refund under the terms of our existing Tuition Fee Policy. Alternatively, students sometimes make an ad-hoc request for a refund in a complaint letter that would be responded to by our Student Governance Team.

	Your Request	LJMU Response
	5. How many staff members/lecturers have been disciplined (received a warning for example) for poor quality of teaching?	Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University's Student Governance team has not always recorded the reason for complaint in a reportable format.
	6. How many staff members/lecturers have been dismissed for poor quality of teaching?	To ascertain how many complaints related to a request for refund would require manual analysis of each complaint file. Due to the volume of files held by Student Governance Team over the full range of years you have requested, the costs of manual analysis would be in excess of £450.

	Your Request	**LJMU Response**
22/042	1. (a) For the combined total of the last three academic years (18/19) (19/20) and (20/21) how many cases have been reported to the university authorities of incidents when female students have claimed to have been the victim of a sexual assault? (b) How many of these were alleged to have been committed by a male student?	LJMU can be notified of incidents and allegations of sexual assault via *the Student Complaint Procedure,* accommodation providers' incident reports, Police notifications and student disclosures. Students also report incidents to the Student Advice and Wellbeing department.
	2. (a) How many of these sexual assaults were alleged to have been rapes, and (b) in how many of the cases was a male student identified as the alleged attacker?	Cases where the alleged perpetrator is an LJMU student are dealt with under a number of procedures dependent on how the incident is reported. These include: *Student Complaint Procedure* *Student Code of Behaviour and Disciplinary Procedures* When allegations are made to the police, the case is dealt with initially under the *Applicant and Student Criminal Convictions Policy*.
	3. Over the same time period please state what, if any, university disciplinary sanctions, were imposed on male students in connection with carrying out these alleged sexual assaults on female students?	Details of LJMU student policies and procedures are available at: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process
	4. For the (20/21) academic year how many cases have been reported to the university authorities of incidents when female students have claimed to have been the victim of any kind of sexual abuse or harassment from male students at the university? If derogatory or abusive language was part of the complaint, either verbally or online, then for each case give the exact words that were alleged to have been used against the woman.	Prior to September 2020, LJMU recorded cases of sexual misconduct investigated under the University's Student Disciplinary Procedure in an easily reportable format. This information has been provided in the table below.

However, the University's Student Governance team did not record the nature of the incident (i.e. Sexual assault) in **Criminal Convictions Procedure** and **Student Complaints** cases in a reportable data form prior to September 2020.

Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Due to the volume of files held by the service over the years you have requested the costs of manual analysis would be in excess of £450.

Academic Year (Aug – July)		
2018/19 – 2019/20	Cases of Sexual Assault investigated by the university under the:	
	Student Code of Behaviour and Disciplinary Procedures	<5
2020/21	Since the introduction of a new CRM system, we are able to report on investigations under all policies:	
	Applicant and Student Criminal Convictions Policy	<5
	Student Code of Behaviour and Disciplinary Procedures	0
	Student Complaint Procedure	<5

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers of disciplinary in

<table>
<tr><td></td><td colspan="2">each year where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. We have reported these categories as involving "<5" or "less than five" individual cases.
Further, the University will not provide details of specific incidents in response to this request to ensure compliance with the principles of the Data Protection legislation.

Cases of sexual assault during this time have been investigated under the provisions of the Student Disciplinary and the Criminal Convictions Policy.

Outcomes of these cases, in no particular order included.

No Further Action
Written Warnings
Suspension and Monitoring under Fitness to Practice Procedures
Exclusion for 12 months
Expulsion
Several of these cases remain under-investigation and an outcome has not yet been reached. In one case the respondent withdrew from study at LJMU before the investigation could be completed.</td></tr>
</table>

22/044	**Your Request**	**LJMU Response**
	We are writing to you to request information relating to County Lines exploitation involving UK university students, as part of a research project funded by the Centre for Criminal Justice Research & Partnership at the University of Central Lancashire. We would be grateful if you could provide the following information: 1. From 2017-2021, how many students enrolled in your university are recorded to have been involved in cases of County Lines**, as a victim?** 2. From 2017-2021, how many students enrolled in your university are recorded	LJMU's Student Advice and Wellbeing's team does not hold any records of students who have reported involvement or requested assistance following "County Lines" related activities. Data related to drug cases opened in relation to student discipline and criminal convictions policy are held by our Student Governance Team including those incidents reported to us by Private Sector Accommodation partners. Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in

	to have been involved in cases of County Lines, **as a perpetrator?** (If the status of victim or perpetrator is unknown or not recorded, please provide total numbers of cases per year). Please state by year:	responding to a request for information. Any request costing in excess of this should be refused. Unfortunately the University's Student Governance Team does not record the required nature of a drugs case being opened in a reportable format.
	3. How many of these students were:	
	Permanent residents of the UK?	To ascertain how many drugs cases related to use, distribution or possession would require manual analysis of each file. Due to the volume of drug case files opened over the years you have requested, the costs of manual analysis would be in excess of £450.
	International students?	
	4. How many incidents of student **drug possession** on campus (including student accommodation), have been reported between 2017-2021? Please provide separate figures if possible for reports received from Private Accommodation Partners. To avoid exceeding the cost limit, the totals of drug incidents per year that aren't broken down into categories (i.e. use, possession, distribution) would suffice. Please state by year:	
	5. How many incidents of student **drug use** on campus (including student accommodation), have been reported between 2017-2021? Please state by year:	
	6. How many incidents of student **drug distribution** on campus (including student accommodation), have been reported between 2017-2021? Please state by year:	
22/045	**Your Request**	**LJMU Response**
	(1) For the years 2017 - 2022, I would like to be provided with details on accepted donations (worth over £10,000), gifts (worth over £10,000), grants (worth over £10,000) and funding (worth over £10,000) that have come from **Russian** individuals, Russian companies, Russian charities, Russian government departments/agencies, and other Russian organisations. For each donation, gift, grant and funding, I would like the following information: - Provide the name of the Russian individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/ funding	No information held

- The date the university accepted such donation, gift, grant and funding - The sum and description of the accepted donation, gift, grant and funding - A description of what the donation, gift, grant and funding was used for	
2) For the years 2017 - 2022, I would like to be provided with details on accepted donations (worth over £10,000), gifts (worth over £10,000), grants (worth over £10,000) and funding (worth over £10,000) that have come from **Azerbaijan** individuals, Azerbaijan companies, Azerbaijan charities, Azerbaijan government departments/agencies, and other Azerbaijan organisations. For each donation, gift, grant and funding, I would like the following information: - Provide the name of the Azerbaijan individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/ funding - The date the university accepted such donation, gift, grant and funding - The sum and description of the accepted donation, gift, grant and funding - A description of what the donation, gift, grant and funding was used for	No Information Held
(3) For the years 2017 - 2022, I would like to be provided with details on accepted donations (worth over £10,000), gifts (worth over £10,000), grants (worth over £10,000) and funding (worth over £10,000) that have come from **Kazakhstan** individuals, Kazakhstan companies, Kazakhstan charities, Kazakhstan government departments/agencies, and other Kazakhstan organisations.	No information held

For each donation, gift, grant and funding, I would like the following information:

- Provide the name of the Kazakhstan individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/ funding

- The date the university accepted such donation, gift, grant and funding

- The sum and description of the accepted donation, gift, grant and funding

- A description of what the donation, gift, grant and funding was used for

22/046	**Your Request**	**LJMU Response**	
	The National Wellness Institute promotes Six Dimensions of Wellness: emotional, occupational, physical, social, intellectual, and spiritual. **How does your institution approach the six wellness domains in regards to your students?**	LJMU published a Health and Wellbeing Strategy in February 2021. https://www.ljmu.ac.uk/~/media/files/ljmu/students/supporting-your-study/wellbeing-6-pg-feb2021.pdf?la=en A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation.	
22/047	**Your Request**	**LJMU Response**	
	Further to my records, Haplo Services Ltd dedicated contract has expired. I would like to know whether this contract is still valid? Please confirm.	LJMU currently have a support and maintenance contract with Haplo Services Ltd for our Post Graduate Researcher support system. They are currently developing a research ethics system with us.	
22/049	**Your Request**	**LJMU Response**	
	1. Please provide me with any **guidance** relating to banned/ discouraged words that might cause offence or be perceived to be harmful	No information held	
	2. Please provide me with **a list** of banned/discouraged words that might cause offence or be perceived to be harmful	No information held	
	3. Please provide me with any **guidance** for staff or students relating to sex work	No information held	
	4. Please provide me with any **guidance** or suggested learning documents relating to	No information held	

	white privilege or white fragility supplied by the university	

22/050	**Your Request**	**LJMU Response**
	Name and contact details of the Head of Library Services?	Details of our Library Leadership Team can be found on our website: https://www.ljmu.ac.uk/microsites/library/about-ljmu-libraries/contact-us/library-leadership-team Further details of provision across our library sites can be found on our website: https://www.ljmu.ac.uk/library
	Name and contact details of Estates and Facilities?	Our Estates team is headed by our "Pro-Vice-Chancellor Student Experience." Details of our team can be found on our website: https://www.ljmu.ac.uk/about-us/structure
	The following questions relate to university Library buildings. Capacity for students?	LJMU's has two main libraries for the use of students; the following are the maximum allowed capacity in each. Aldham Robarts Library: 782 Avril Robarts Library: 898
	The number of Seats / Study places?	In our SCONUL return for the 2020/21, we reported 2219 study places across the campus, including in the two libraries.
	The number of Computer Terminals?	Our Library staff make 1000 desktop computers and 240 laptops for loan available to students. There are other computers available to students around the university campus managed by other teams.
	The number of acoustic controlled pods/rooms/study areas?	Our Library team have 42 such spaces available for student use.
22/052	**Your Request**	**LJMU Response**
	Could you send me any data or information which details the figures of how many students have or have had a problem with alcohol at your University from 2019 to 2022.	No information held.
	In addition to this how many of those students received counseling or help from the University with their problem.	No information held. For details of the support available to students, including those with alcohol dependency problems please see our website: https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing
22/053	**Your Request**	**LJMU Response**
	Which books, plays, poems and films at the university have been given content warnings over the last 3 academic years? (2021-2022, 2020-2021 and 2019-2020).	Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any

	In each case, what is the reason given for that content warning?	request costing in excess of this should be refused. Unfortunately, the University or its faculties do not record centrally or in a consistent way occasions where a content warning has been incorporated into a programme. To ascertain instances where content warnings have been issued to students within programmes would require manual analysis of each of our 472 programmes with the programme leader. Due to the volume of programmes offered by LJMU, the costs of manual analysis would be in excess of £450. By way of assistance, I include in Annexes below answers to previous FOI's that LJMU has recently been able to answer within the cost limit regarding specific courses. All of LJMU's previous FOI responses now appear in the Disclosure Log on our website.
22/054	**Your Request**	**LJMU Response**
	We would be grateful if you could help in answering our request for information, answering for A to E on questions 1-8. a) Photocopiers/MFDs (Multi-Functional Device) b) Printers c) Desktops d) Laptops e) Displays 1.Please name all of the IT resellers that you have contacts with and buy from 2.What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1? 3.What year and month is the next hardware refresh due? 4.Please name the number of devices deployed 5.Please name the brand of the devices mentioned 6.Details on how these were procured. i.e. By Framework i. Procurement method ii. If Framework, please state which one.	This information is available in the "Information relating to IT provision and use" document available on our website at this address: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

7.What is your annual print/copy volume and spend? 8.Who is the person(s) within your organization responsible for these contract(s)? Please provide their title and their contact details	

22/055	**Your Request**	**LJMU Response**

	TEACHING
	
	1. What best describes the delivery style of your courses for the academic year 2020/2021 (this includes lectures, seminars, tutorials and workshops):
	  a. Online only
	  b. Face to face only
	  c. 50:50 online and face to face (blended)
	  d. Majority online learning, with some face to face learning
	  e. Majority face to face learning with some online learning
		Majority online learning, with some face to face learning.

	2. What best describes the delivery style of your courses for the academic year 2021/2022 (this includes lectures, seminars, tutorials and workshops)
	  a. Online only
	  b. Face to face only
	  c. 50:50 online and face to face (blended)
	  d. Majority online learning, with some face to face learning
	  e. Majority face to face learning with some online learning
		LJMU, in 2021/22, includes up to 20% Blended Learning which will include online content.

	3. Are all students guaranteed to receive full contact hours for the academic year 2021/22? i.e. lectures / seminars / workshops / tutorials with university staff delivered face-to-face or online. (This does not include online resources)
	  a. Yes
	  b. No
		Yes

	4. Will a combination of face to face and online lectures/ seminars/ workshops become a permanent part of your teaching methods?
	  a. Yes
	  b. No
	  c. Undecided
		This data is not held because no policy decision has yet been made.

	FEES 1. In the academic year 2020/21 tuition fees for UK/EU students have been:	Charged in Full

a. Charged in full b. Reduced - if so, by how much? c. Refunded	

2. In the academic year 2021/22 Tuition fees for UK/EU students have been:
  d. Charged in full
  e. Reduced - if so, by how much?
  f. Refunded
	Charged in Full

3. In the academic year 2020/21 Tuition fees for International students have been:
  g. Charged in full
  h. Reduced - if so, by how much?
  i. Refunded
	Charged in Full

5. In the academic year 2021/22 Tuition fees for International students have been:
  j. Charged in full
  k. Reduced - if so, by how much?
  l. Refunded
	Charged in Full

4. Have any of your course tuition fees changed in price since the introduction of blended learning during the pandemic?
  a. Yes, reduced
  b. Yes, increased
  c. No, stayed the same
	No, stayed the same

ACCOMMODATION 1. What is the average cost of University run student accommodation at your University? 2. Was there any reduction in rent charged to students staying in University run accommodation in academic year 2020/2021? 3. Will there be any rent reductions for students staying University run halls in the year 2021/22?	LJMU does not own or operate any student accommodation.
STUDENT FEEDBACK 1. How many complaints has your institution received in relation to the delivery style of courses in the academic year 2020/21?	Our Student Governance team received 65 formal complaints related to disruption and changes to LJMU teaching policy due to COVID-19.

	6. How many complaints has your institution received in relation to the delivery style of courses in the academic year 2021/22 so far.	Nil	
22/056	**Your Request**	**LJMU Response**	
	This is an information request relating to consent posters.

For examples of what I mean, please see the following posters: https://changingcultures.blogs.lincoln.ac.uk/2017/12/01/consent-campaign/

Please include the information, broken down by year, for each of the following periods; 2018-19, 2019-20, 2020-2021, 2021-22:
• Whether or not any consent posters have been produced | LJMU has not produced any posters related to "consent" since 2018/19 academic year. We have however displayed and distributed such posters produced by other local organisations. | |
	• If so, how much was spent on consent posters	Nil	
	• Copies of such posters	Please see Annex one containing copies of the posters mentioned above.	
22/057	**Your Request**	**LJMU Response**	
	The total number of reported cases of sexual misconduct during the academic years 2015/16-2020/21 .
For the purposes of this request sexual misconduct can be defined as cases of unwelcome conduct of a sexual nature including a range of behavioral issues such as unsolicited nudes, sexual assault, rape, sexual harassment, inappropriate touching, inappropriate gestures/ languages of a sexual nature, or other non-consensual acts of a sexual nature. To put it more simply, it is inappropriate misconduct of a sexual nature that has been reported.
If you would like to specify the type of sexual misconduct in each case in your response to more clearly define the term, you may. If your university has a different definition of sexual misconduct than the one provided, please provide it. | LJMU can be notified of incidents and allegations of sexual misconduct via *the Student Complaint Procedure,* accommodation providers' incident reports, Police notifications and student disclosures. Students also report incidents to the Student Advice and Wellbeing department.

Students can seek support for incidents from our Student Advice and Wellbeing department who offer a wide range of support and advice including assistance in making an informed decision about next steps, should an individual choose to report to authorities within the University or to the Police

Cases where a complaint raised and the alleged perpetrator is an LJMU student are dealt with under a number of procedures dependent on how the incident is reported. These include:
Student Complaint Procedure | |

I would like this information regarding both the reporter and respondent **(the person reported)** in these cases if it is known:

- Gender
- Ethnicity/race
- Status in the university (student or staff; if student please specify undergraduate or postgraduate)

I would like these provided to me as total numbers that do not specify what year or case of which they originate. This is to protect the identity of the individuals involved in such cases. To give an example, I would like the information provided as such: "Between the academic years 2015/16-2020/21, there were 13 cases in which the respondent (the person reported) was male. Between the academic years 2015/16-2020/21 there were 6 cases in which the reporter was a staff member" I would, also, like information as to the results of such cases (i.e. excluded from university, a fine, written warning, etc.) if it can be provided. I would like this information to be given in the same way as I requested the demographics i.e "Between the academic years 2015/16-2020/21, 4 cases of sexual misconduct resulted in a formal written warning". I, again, do not want the information as to what year these cases were, or the specific demographics of these cases, just an overall total of outcomes over that period of time. This is again to protect the identity of those involved in such cases.

I would like the above information to be provided to me as electronic copies.

Student Code of Behaviour and Disciplinary Procedures
When allegations are made to the police, the case is dealt with initially under the *Applicant and Student Criminal Convictions Policy*.

Details of LJMU student policies and procedures are available at: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process

Prior to September 2020, LJMU recorded cases of sexual misconduct investigated under the University's Student Disciplinary Procedure in an easily reportable format. This information has been provided in the table below.

However, the University's Student Governance team did not record the nature of the incident (i.e. Sexual assault) in Criminal Convictions Procedure and Student Complaints cases in a reportable data form prior to September 2020.

Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Due to the volume of files held by the service over the years you have requested the costs of manual analysis would be in excess of £450.

Calendar years	
2015 – 2020	Cases of Sexual Assault investigated by the university under the:

	Student Code of Behaviour and Disciplinary Procedures	<5

2021	Since the introduction of a new CRM system, we are able to report on investigations under all policies:

Applicant and Student Criminal Convictions Policy	5
Student Code of Behaviour and Disciplinary Procedures	<5
Student Complaint Procedure	<5
Received advice regarding the *University's Sexual Misconduct Policy* and *Student Complaint Procedure*	<5

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers of disciplinary in each year where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. We have reported these categories as involving "<5" or "less than five" individual cases.

Further, the University will not provide details of specific incidents in response to this request to ensure compliance with the principles of the Data Protection legislation.

Cases of sexual assault during this time have been investigated under the provisions of the Student Disciplinary and the Criminal Convictions Policy.

Outcomes of these cases, in no particular order included.

- No Further Action
- Written Warnings
- Suspension and Monitoring under Fitness to Practice Procedures
- Exclusion for 12 months
- Expulsion

		Several of these cases remain under-investigation and an outcome has not yet been reached. In one case the respondent withdrew from study at LJMU before the investigation could be completed. .

22/058	**Your Request**	**LJMU Response**
	Please may you provide me with: e-mail address(es) of a person(s) responsible for your international marketing and PR? Regarding: bachelor's, master's programs, internationalization, PLUS also: PhD Programs/Schools, post-doc, research.	Contact Details for LJMU including general and press enquiries can be found on our website: https://www.ljmu.ac.uk/Contact%20us/Key%20contacts

22/059	**Your Request**	**LJMU Response**
	Did the university test on living animals in 2021?	Yes
	Which university departments tested on animals in 2021?	School of Sport and Exercise Sciences.
	How many animals were held any any time for animal testing during 2021?	From Jan 21 – Dec 21 there were 31 animals used in regulated procedures
	What is the breakdown of the number of animals and species of animals held for animal testing in 2021?	Rat - 9, Mouse - 22
	How many animals were tested on in 2021?	31
	What is the breakdown of the number of animals and species of animals tested on in 2021?	Rat - 9, Mouse - 22
	How many animals used for animal testing died as a result of the testing in 2021?	31
	Were the experiments for medical research, if so please detail the purpose of each experiment?	Arthritis model
	Were the experiments also for non-medical research, if so please detail the purpose of each experiment?	Modification of muscle activity
	How many animals tested on suffered 'severe', 'moderate' or 'mild' pain in 2021, please define by type of animal and the levels of pain?	All licensed research undertaken in 2021 was within the severity banding "Moderate"
	How many animals were bred on site for animal testing? Please break down into the numbers of each breed.	Rat – 9. The mice were sourced from an external accredited commercial supplier
	How many animals which were bred were destroyed / killed or died without being tested on? - please provide cause / reason for death.	Under schedule 1 the following animals were not used in regulated procedures but humanely euthanised for other investigative purposes: **Rat**

Microbiological Screening* - 12
Tissue supply or dissection – 84

Mouse
Microbiological Screening – 6
Tissue supply or dissection – 13

Hamster
Microbiological Screening – 6

Zebrafish
Tissue supply or dissection - 61

*Microbiological screening is where animals are tested for many pathogenic organisms by an accredited laboratory testing facility to identify possible health issues and maintain the future health status of the colonies. LJMU has an excellent health record.

22/060	**Your Request**	**LJMU Response**	
	The amount of money in sponsorship or funding given to your institution from universities, institutions, organisations or companies based in China per year. Ideally, I would like a breakdown of the information for each academic year over the last five years (from 2016/2017 to 2020/21).	Section 12 of the FOIA puts a limit of £450 on the costs the University should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University's finance team has analysed your question and is not able to answer it without detailed manual analysis of all donations and gifts and grants and research funding.	
	I would also like a breakdown of the funding or sponsorship sources for each academic year. If you have data for the 2021/22 academic year you can provide this would also be helpful	Due to the volume of finance records covering the five years that you have requested the costs of the required analysis would be in excess of £450.	

22/061	**Your Request**	**LJMU Response**	
	Under the terms of the Freedom of Information Act 2000, I'd like to request all held exam papers & solutions(if held) for BA Law from the academic years commencing 17/18 to 18/19.	LJMU considers that release of examination questions and solutions that have been created by LJMU staff is likely to prejudice our commercial interests. We have considered the public interest and consider that such material is exempt from disclosure under the provisions of s.43 of the FOIA. LJMU operates in a competitive marketplace for the provision of undergraduate courses and it would be to	

		our detriment if our intellectual property were published.

22/062	**Your Request**	**LJMU Response**
	a) The number of student deaths in each calendar year of 2018, 2019, 2020, 2021, as well as the first quarter of 2022 (with separate figures for each year please);	

Calendar Year	Recorded student deaths per calendar year.
2018	6
2019	4
2020	5
2021	9
2022* to date of reporting 19th April 2022	3

	b) Of these, the number of student deaths recorded as suicide by a coroner in each calendar year of 2018, 2019, 2020, 2021, as well as the first quarter of 2022;	The university has not been informed by a coroner of any of our student's deaths being ruled as a suicide since 2018
	c) For each death recorded as suicide by a coroner, the date of death;	
	d) For each death recorded as suicide by a coroner, the campus or college which the student had been attending (if your institution has more than one college/campus).	