



Disclosure Log

Freedom of Information Act (FOIA) Requests Responded from **full year 2020**

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

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
20/001	IT provision and use	Total number of Spam or Malicious emails blocked by your organisation over the past 2 calendar years	Disclosed in full	
20/002	HR and staff issues	Staff Employment survey	Disclosed in full	
20/003	Estates and buildings	Details of facilities management contracts	Disclosed in full	
20/004	IT provision and use	Number of successful cyber attacks experienced in the last 12 months.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/005	Animal research	Details of any animal testing during 2019	Disclosed in full	
20/006	Student issues and numbers	Complaints in the last year which reference the Chinese Students and Scholars Association (CSSA).	Disclosed in full	
20/007	Student issues and numbers	Do LJMU have an opt in scheme for consent to contact students emergency contacts in a case of "serious concerns" for a students wellbeing.	Disclosed in full	
20/008	Student issues and numbers	Details of students facing disciplinary action for dealing drugs in the past 5 years.	Partially withheld	s40. Personal information
20/009	Student issues and numbers	Numbers of allegations of racial harassment or violence recorded by the university in the past 3 years.	Partially withheld	s40. Personal information
20/010	HR and staff issues	Numbers of EU academic staff recruited, and who have left over the past year.	Disclosed in full	

20/011	Animal research	Numbers of animals used in research & minutes, reports and correspondence of the Animal Welfare & Ethical Review Board.	Partially withheld	s38. Health and safety
20/012	Student issues and numbers	Number of Undergraduates who changed degree course within their first year - broken down over the past 5 years.	Disclosed in full	
20/013	IT provision and use	Fax machine use	Disclosed in full	
20/014	Management and administration of the institution	Details of student recruitment from Chinese Schools, spend on advertising for Chinese students, Any work with the Confucius Institute, Funding from Chinese Companies and policies for avoiding Chinese state interference.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/015	Other research	Corporate Research and Incubators in Engineering and Computer Sciences. FE Colleges associated with the University.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/016	Management and administration of the institution	Annual Spend on student careers services	Disclosed in full	
20/017	Student issues and numbers	Provision of Online and Digital Mental Health services	Information supplied in part where held	
20/018	HR and staff issues	First Aid and Mental Health First Aid training Provision	Disclosed in full	
20/020	Student issues and numbers	Details of policies and procedures regarding sexual misconduct/violence	Partially withheld	s21. Information reasonably accessible to the applicant by other means

20/021	IT provision and use	Numbers of attempted access to restricted websites on university network, and details of any resulting sanctions during 2018 and 2019.	Request refused due to information not being held	
20/022	Management and administration of the institution	Details of the costs of owning and running cars for use by the VC.	Request refused due to information not being held	
20/023	Student issues and numbers	Number of sexual assault allegations made by students against other students at your university, for years 2018/19 and 19/20.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/024	HR and staff issues	The number of academic staff who have disclosed having entered into a personal relationship of a sexual nature with undergraduate student in each of the past 10 years, along with the genders of each party.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/025	Management and administration of the institution	Copies of all correspondence and communication held by the Vice Chancellor between, or which mentions the Chinese Government and Embassy since 1st January 2019	Disclosed in full	
20/026	IT provision and use	Details of software contracts	Disclosed in full	
20/027	Management and administration of the institution	Personal Details of Head of Sustainability and/or Environment, Director of Estates and/or Facilities, Head of Student Experience / Wellbeing, Transport / Travel Plan Manager	Disclosed in full	

20/028	IT provision and use	Details of our IT security provisions.	Information supplied in part where held	
20/029	IT provision and use	Details of Cyber-attacks over the past 5 years	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/030	HR and staff issues	non-disclosure agreements signed by HR department over cases of sexual harassment, assault or misconduct for each of the past 5 years.	Disclosed in full	
20/031	Student issues and numbers	Data and details in regard to referrals to the Prevent strategy and Channel program.	Fully withheld due to an exemption(s)	s24. The national security exemption
20/032	Teaching and assessment	Details of Weekend and/or Distance Learning options for our Master of Business Administration (MBA) course. (Amalgamated with below (20_033))	Partially withheld	s21. Information reasonably accessible to the applicant by other means
20/033	Teaching and assessment	Details of Weekend and/or Distance Learning options for all of our courses. (Amalgamated with above (20_032))	Partially withheld	s21. Information reasonably accessible to the applicant by other means
20/034	Estates and buildings	Contractors and Suppliers list for Refurbishment at Redman's Building.	Disclosed in full	
20/035	Financial information	Details of marketing and student recruitment spend and budget	Partially withheld	s43. Commercial interests
20/036	Admissions	Details of any "Disrupted Study" policy for applicants and number of uses	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/037	Student issues and numbers	Racism complaints by Nursing Students	Disclosed in full	

20/038	Estates and buildings	CO2 emissions since 2015 and plans to cut emissions	Fully withheld due to an exemption(s)	s22. Information intended for future publication
20/039	IT provision and use	Data Centre details, IT risks, security and budget.	Partially withheld	s43. Commercial interests
20/041	Teaching and assessment	Details of taught modules that include a reference to "perfectionism" (psychology) as a component.	Disclosed in full	
20/042	Teaching and assessment	Details of any Fashion Houses that LJMU students have been banned from interning or undertaking work placements and details of any complaints about the treatment of students when on placements.	Disclosed in full	
20/046	Management and administration of the institution	Details of amounts of Library Fines and related policies over the past 4 years.	Disclosed in full	
20/047	Student issues and numbers	Numbers of Students in Foundation year Courses	Disclosed in full	
20/048	Financial information	Details of our contracts and procurement procure	Disclosed in full	
20/049	Student issues and numbers	Dropout rate for students from Northern Ireland	Partially withheld	s40. Personal information
20/050	Student issues and numbers	Questions about our counselling and mental health services provision	Disclosed in full	
20/051	Management and administration of the institution	Details of our plans, advice and preventative measures held in response to the CORVID-19 (Coronavirus)	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means

20/052	Student issues and numbers	Information about handling of complaints of sexual misconduct and response to criminal charges for sexual offences	Information supplied in part where held	
20/054	Student issues and numbers	Mental health and Counselling service provision and usage in the past four years	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/055	Estates and buildings	Volume of Glyphosate (weed killer) used by the University and its contractors over each of the past 5 years	Disclosed in full	
20/056	Financial information	Spend on advertising and marketing of undergraduate degrees over the past 10 financial years.	Fully withheld due to an exemption(s)	s43. Commercial interests
20/057	Student issues and numbers	Numbers of EU (27) students enrolled at your University each academic year 2015-200 and the number that received funding from the Student Loads Company.	Disclosed in full	
20/059	Management and administration of the institution	Details of Partnerships with Chinese Institutions and Companies, student exchange programs and If LJMU hosts a Confucius Institute.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/060	Admissions	Details of any incentives or inducements offered to applicants to accept offers.	Disclosed in full	
20/061	Student issues and numbers	Numbers of Students enrolled in our Faculty of Engineering and Technology (FET)	Disclosed in full	

20/062	Management and administration of the institution	Costs to students of attending Graduation Ceremonies, Details of the company that we work with to provide robes and details of any commission received by LJMU form robe sales.	Partially withheld	s43. Commercial interests
20/063	Student issues and numbers	Numbers of reports of stalking by students and/or staff over the past three years and details of outcomes of allegations.	Partially withheld	s40. Personal information
20/064	Management and administration of the institution	Details of compliance with the Competition and Markets Authority (CMA) rules, Historical digital advertising, Web content management, Social Media advertising and complaints by students about course content or quality.	Disclosed in full	
20/065	HR and staff issues	Diversity of Senior Professional Services/Management (non-teaching) roles within the university over the past 4 years and numbers of applicants from BAME individuals.	Disclosed in full	
20/066	Estates and buildings	Details of any subsidies for or expenditure and income from any bus and minibus services provided by the university.	Request refused due to information not being held	
20/067	HR and staff issues	Details of employment of Researchers on permanent contracts and those that have left employment over the past 4 years.	Disclosed in full	

20/069	Management and administration of the institution	Copies of Terms of Reference and membership for Board of Governors and Academic Board. Copies of our Governing Instruments/article/charter	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
20/070	HR and staff issues	Number of staff who have been furloughed on the Government Coronavirus Job Retention Scheme.	Disclosed in full	
20/071	HR and staff issues	Details of numbers of Staff employed in salary bands	Disclosed in full	
20/072	Financial information	A list of companies in which the University directly holds shares and details of the Universities investments.	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
20/074	Estates and buildings	Details of any onsite parking system	Disclosed in full	
20/075	Student issues and numbers	Over the past 3 years how many requests were received for confirmation of student status from students themselves and details of such requests from, and any direct access to this data with Local Authorities. Also the number of requests from students for copies of their own academic transcript and/or award certificate.	Disclosed in full	
20/076	Teaching and assessment	List of Undergraduate and Taught Programs that include references to "Education Policy", details of relevant modules and copies of any reading lists for these modules.	Disclosed in full	

20/077	Student issues and numbers	Number of students with a diagnosis for dyslexia and who were diagnosed with dyslexia during their studies over the past 3 years	Disclosed in full	
20/078	Estates and buildings	Details of any outsourcing for the provision of the university's cleaning and security services	Disclosed in full	
20/079	IT provision and use	Details of any outsourcing for the provision of IT services	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
20/080	Student issues and numbers	Details of the numbers and outcomes of students who identify as LGBTQ+	Disclosed in full	
20/081	Admissions	Details of application policy for Post Doctorate and fellowship opportunities and conflicts of interests	Disclosed in full	
20/082	Student issues and numbers	Details of Data collected and provision made regarding student employment and detriments during the COVID-19 pandemic.	Disclosed in full	
20/083	IT provision and use	Published copy of a review into the use of the ECOSIA search engine at LJMU, including data held on the number of tress that were planted as a result of LJMU's trial.	Disclosed in full	
20/084	IT provision and use	Copies of IT department Strategy and plans, organisation chart and program budget,	Partially withheld	s43. Commercial interests

20/085	Student issues and numbers	Numbers of student Suicides and suspected suicides since March 2020, numbers of students requesting assistance from mental health services since March 2000, details of how mental health support is being provided during the COVID-19 outbreak,	Disclosed in full	
20/086	HR and staff issues	Do professors have to have a PHD?	Disclosed in full	
20/087	Student issues and numbers	The numbers of students since 2014 that have been disciplined in specific ways due to incidents involving specific types of drugs. Where any of these students known to the wellbeing team.	Partially withheld	s40. Personal information
20/089	Estates and buildings	Copy of menu of university	Request refused due to information not being held	
20/090	Student issues and numbers	Number of students at LJMU from Nepal	Disclosed in full	
20/091	Financial information	Details of IT Provision and Use	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
20/092	Management and administration of the institution	Questionnaire regarding records Management functions.	Fully withheld due to an exemption(s)	
20/093	Teaching and assessment	Records of the "Conditions of Approval" for courses approved by the Maritime and Coastguard Agency	Disclosed in full	

20/094	Management and administration of the institution	Details of any Social Media monitoring for purposes including under the prevent program.	Partially withheld	s24. The national security exemption
20/095	Student issues and numbers	The number of enrolled students who are domiciled in China, broken down by level of study and the numbers that are in their final year of study.	Disclosed in full	
20/096	Student issues and numbers	Data regarding accommodation categories used by our students.	Information supplied in part where held	
20/098	HR and staff issues	Percentage of BAME staff and Academics employed by STEM departments at LJMU.	Disclosed in full	
20/099	Management and administration of the institution	Details of the universities contracts	Request refused due to information not being held	
20/100	Management and administration of the institution	List of Student Email addresses by subject, course and year of commencement.	Fully withheld due to an exemption(s)	s40. Personal information
20/101	HR and staff issues	Details of spending on and use of recruitment agency's	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
20/102	Financial information	Effects of COVID-19 pandemic on university budget, international applications, research funding and staffing.	Partially withheld	s43. Commercial interests

20/103	Student issues and numbers	The numbers of students since 2014 that have been disciplined in specific ways due to incidents involving specific types of drugs. Where any of these students known to the wellbeing team. Broken down by academic year	Partially withheld	s12. Exemption where cost of compliance exceeds appropriate limit
20/105	Management and administration of the institution	Copy of Terms of Student contract (20_093 follow on)	Disclosed in full	
20/106	Student issues and numbers	Details of the numbers of students at LJMU who receive support from Disabled Students Allowance	Partially withheld	s12. Exemption where cost of compliance exceeds appropriate limit
20/107	Management and administration of the institution	documentation detailing the universities use of student social media posts during misconduct procedures and any complaints about such use.	Disclosed in full	
20/108	Management and administration of the institution	Details of crimes and security incidents recorded across the University and how such records are collected and stored.	Disclosed in full	
20/109	IT provision and use	Details of any Ransomware attacks aimed at the University	Partially withheld	s31. Law enforcement
20/110	IT provision and use	Details of ITS Structure and Strategy Plans	Partially withheld	s43. Commercial interests
20/112	IT provision and use	Details of our Cyber Security budgets and spending	Request refused due to information not being held	Request refused due to information not being held
20/113	Management and administration of the institution	Details of any audits or reports on Racism in higher education and University reaction to the death of George Floyd on 25th May 2020	Disclosed in full	Disclosed in full

20/114	Management and administration of the institution	The use of Non-Disclosure / Confidentiality clauses in discrimination cases	Partially withheld	Partially withheld
20/115	Student issues and numbers	Any data held with regards to dyslexia diagnosis at the Institution 1982-1999	Request refused due to information not being held	Request refused due to information not being held
20/116	Financial information	Details of staff with remuneration in excess of £100,000 for financial year 2019-20	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)
20/117	HR and staff issues	Diversity of current staff (by role) and student population	Partially withheld	Partially withheld
20/118	Financial information	Details of the Universities investments	Information supplied in part where held	Information supplied in part where held
20/119	IT provision and use	Details of our IT disposal policy and if any used IT equipment is donated to community projects	Information supplied in part where held	Information supplied in part where held
20/120	Student issues and numbers	Students receiving drug related sanctions (by drug class	Partially withheld	Partially withheld
20/121	Management and administration of the institution	Details of the universities policy and actions with regards Antisemitism, acceptance of IHRA definition.	Disclosed in full	Disclosed in full
20/122	Management and administration of the institution	Has the university accepted or considered accepting the IHRA definition of Antisemitism	Disclosed in full	Disclosed in full
20/123	Estates and buildings	Details of any catering, soft or hard facilities management services provision.	Partially withheld	Partially withheld

20/124	Estates and buildings	Details of cleaning, catering and hard FM services	Partially withheld	Partially withheld
20/125	IT provision and use	Contract information regarding cyber security suppliers	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/126	Teaching and assessment	Details of course delivery and examination during COVID-19 lockdown	Disclosed in full	Disclosed in full
20/127	Student issues and numbers	details of whether we have waived or refunded tuition fees in following a complaint by a student regarding quality of teaching or of a degree.	Partially withheld	Partially withheld
20/129	Student issues and numbers	Details of recent Student complaints regarding Covid-19/Tuition or Industrial action. Any records of our analysis of the NSS and any other internal satisfaction metrics	Other	Other
20/130	Management and administration of the institution	Details of any sales of personal data and any internal procedure for selling personal data. The number of Subject Access Requests received 2017 - 2020.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/131	Estates and buildings	Contact Details for enquires relating to Estates Management	Disclosed in full	Disclosed in full
20/132	Management and administration of the institution	Copies of any correspondence to or from the SMT and the Israeli Embassy or including the keywords "Israeli Embassy", "Israel" "BDS", "Palestine", "IHRA" and/or "anti-Semitism" since January 2019.	Disclosed in full	Disclosed in full
20/133	Financial information	Details of Patents and Licenses between the University and other organisations since 2000	Information supplied in part where held	Information supplied in part where held

20/134	Student issues and numbers	Numbers of Student Suicides since 2015 and details of provision of Emergency Accommodation.	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)
20/136	IT provision and use	Details of any effects on the security of any LJMU data and response to the recent loss of data by Blackbaud.	Information supplied in part where held	Information supplied in part where held
20/138	Teaching and assessment	Details of Modules in Applied Psychology courses with reference to Interpretive Phenomenological Analysis and or IPA and or Psychosocial sine 2014/15.	Other	Other
20/139	Student issues and numbers	Number of complaints of Racism against Staff and Students over the past 5 years, the number referred to police and how many resulted in disciplinary action.	Information supplied in part where held	Information supplied in part where held
20/140	Student issues and numbers	Compilation rate for Undergraduate Nursing Students beginning courses in 2015/16 or 2016/17, and the numbers who have started Nursing degree apprenticeships in 2019-20.	Other	Other
20/141	Student issues and numbers	Breakdowns of ethnicity of Post graduate students and that of PHD awards panels over the past 5 years. Internal policy on the diversity of PHD Awards panels	Information not held	Information not held
20/142	Student issues and numbers	percentage of student body that is international vs EU 27 nationals.	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)

20/144	Financial information	Details of University investments	Information supplied in part where held	Information supplied in part where held
20/145	IT provision and use	Further details of our IT waste contract	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)
20/146	Financial information	Whether the University has received any donations from Chinese state or individuals.	Disclosed in full	Disclosed in full
20/147	Financial information	Details of spending on Student Recruitment, marketing and events.		
20/148	IT provision and use	Copies of Emails from @tiktok.com and @bytedance.com email addresses	Information not held	Information not held
20/149	IT provision and use	Details of Hosting contracts with third party suppliers	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)
20/150	HR and staff issues	Ethnicity of all staff, those on fixed term contracts and those leaving the university at the end of 19/20 academic year.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/151	Student issues and numbers	The number of Student Sexual violence complaints each year and details of how they are dealt with.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/152	Financial information	Details of any Losses and Special Payments in	Information not held	Information not held
20/153	Teaching and assessment	Details of any changes to Assessments in the LLB Law program as a result of COVID-19.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)

20/154	Financial information	Costs of staff parties and award ceremonies in the 2019-20 financial year.	Disclosed in full	Disclosed in full
20/155	Estates and buildings	Details of the universities energy supply and any Renewable Energy used.	Disclosed in full	Disclosed in full
20/156	Estates and buildings	What data we hold concerning animal products supplied within our catering facilities.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/157	IT provision and use	Details of the Telephone equipment and contract	Disclosed in full	Disclosed in full
20/158	Management and administration of the institution	Correspondence with and about the Learning Resource Network (LNR) and its English Language Test in the years 2018 and 2020.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/159	IT provision and use	Plans for use of AI and Chatbots in Student and staff facing IT platforms.	Disclosed in full	Disclosed in full
20/161	Financial information	Total amount spent with specific Electrical Suppliers in 19/20	Disclosed in full	Disclosed in full
20/162	HR and staff issues	Number of any records of COVID-19 deaths and illness among staff	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/163	HR and staff issues	Details of use and management of any "contingent" workers	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)
20/164	Student issues and numbers	Use of Student Counselling services and average waiting times for year 19-20.	Information supplied in part where held	Information supplied in part where held
20/165	Teaching and assessment	percentage of classes that will be virtual instead of face to face in 20/21 due to COVID-19.	Request withdrawn	Request withdrawn

20/166	Estates and buildings	Breakdown of types of vehicles in the University's fleet; Electric / Hybrid / Petrol / Diesel.	Disclosed in full	Disclosed in full
20/167	Financial information	Details of University risk register and financial statements.	Disclosed in full	Disclosed in full
20/168	Financial information	What proportion of the Operating Costs of the University belongs to Marketing and Student Recruitment for Financial years 17, 18 and 19.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/169	Financial information	What proportion of the Marketing and Student Recruitment Spend is on advertising for Student recruitment for Financial years 17,18 and 19.	Information supplied in part where held	Information supplied in part where held
20/170	IT provision and use	Details of our telephony system and Mobile Phone Contract	Disclosed in full	Disclosed in full
20/171	Student issues and numbers	Raw Data in regards to breakdown of ethnicity of staff working at the university and those on fixed term contracts.	Disclosed in full	Disclosed in full
20/172	Student issues and numbers	Breakdown of gender of students on Music courses over the past 5 academic years.	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/173	Admissions	How many offer holders accepted a place at the university - either as firm or insurance choice - and were rejected for a place starting this year or next year despite meeting their offer with their Centre Assessed Grades (CAGs)?	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/174	Estates and buildings	Update on Waste Management Contract	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)

20/175	Management and administration of the institution	Details of the institutions membership of the Race Equality Charter	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/177	HR and staff issues	Use of the Governments Furlong Scheme and any redundancies since March 2020	Partially withheld due to an exemption(s)	Partially withheld due to an exemption(s)
20/178	Management and administration of the institution	Copies of risk assessment documents drawn up in relation to COVID-19 and plans for supporting the wellbeing of students required to self-isolate.	Disclosed in full	Disclosed in full
20/179	Estates and buildings	Contact details of estates managers	Fully withheld due to an exemption(s)	Fully withheld due to an exemption(s)
20/180	Student issues and numbers	Reports of sexual harassment in university grounds since 2016	Disclosed in full	Disclosed in full
20/181	Teaching and assessment	Average marks and pass rates for "Core" modules in LLB law in the past 3 years.	Disclosed in full	Disclosed in full
20/182	IT provision and use	The number of Spam and Malicious emails blocked by the University between January and September 2020.	Disclosed in full	
20/184	Estates and buildings	Complaints to our accommodation Officer	Information not held	
20/185	Estates and buildings	Details of any outsourced catering and cleaning contracts.	Disclosed in full	
20/186	Teaching and assessment	Details of the Awards Algorithm used for degree classifications from 2004/05-2013/14.	Information supplied in part where held	
20/187	IT provision and use	Details of Mobil Phone Contract	Fully withheld due to an exemption(s)	

20/188	Student issues and numbers	Use of and Waiting list for Mental health services.	Fully withheld due to an exemption(s)	
20/189	IT provision and use	Details of our CRM contract	Fully withheld due to an exemption(s)	
20/190	HR and staff issues	Formal complaints of bullying by Staff against other members of staff each year since 2017/18.	Disclosed in full	
20/192	Financial information	Details of Risk management in the Finance Department	Fully withheld due to an exemption(s)	
20/193	Student issues and numbers	details of any student disciplinary measures taken for breaching COVID guidelines	Disclosed in full	
20/194	Student issues and numbers	Details of support for students and disciplinary action for braking COVID guidelines.	Information supplied in part where held	
20/195	IT provision and use	Details of our Windows Desktop Environment management	Partially withheld due to an exemption(s)	
20/196	Financial information	Details of funding received from manufacturing companies	Partially withheld due to an exemption(s)	
20/197	Estates and buildings	Details of the Vegan and Vegetarian menu options available at our catering establishments	Disclosed in full	
20/198	HR and staff issues	Details of staffing levels in Student Wellbeing and Mental Health staff since February 2020	Disclosed in full	

20/199	Teaching and assessment	Support and Guidance for digital accessibility provided for academic staff pre and post COVID-19.	Disclosed in full	
20/200	IT provision and use	Details of data breaches over the past 2 years	Fully withheld due to an exemption(s)	
20/201	Student issues and numbers	Racism complaints over the previous 4 years	Partially withheld due to an exemption(s)	
20/202	Student issues and numbers	Disciplinary action against students for breaching COVID guidelines.	Disclosed in full	
20/203	Financial information	Details of counselling provision - including budget	Disclosed in full	
20/204	Financial information	Details of who provides banking services to the University.	Disclosed in full	
20/205	Student issues and numbers	Details of our counselling provision and student suicides	Information supplied in part where held	
20/206	Student issues and numbers	Number of students who have died while enrolled each year since 2014/15. The number of cases recorded as suicides.	Disclosed in full	
20/207	Student issues and numbers	Details of usage of university mental health services over the past 5 years, then number of complaints about this service and waiting times.	Fully withheld due to an exemption(s)	
20/208	Management and administration of the institution	Copies of university policy's for student and staff behaviour and disciplinary codes.	Disclosed in full	

20/209	Student issues and numbers	How many students have died since the start of this term and during the same period in 2019/20.	Disclosed in full	
20/210	Student issues and numbers	How many student have faced disciplinary action form the university for breaching COVID-19 guidance. Please break down the type of action faced	Disclosed in full	
20/211	Financial information	Details of any costs for any residence provided for the Vice Chancellor.	Information not held	
20/212	Student issues and numbers	The number of students accessing mental health support each year since 2018/19. Those that have asked for access, the number of complaints about the service and the average waiting times.	Information supplied in part where held	
20/213	Student issues and numbers	Whether any student have been excluded for breaching COVID guidance and the number of exclusions over previous years.	Partially withheld due to an exemption(s)	
20/214	Student issues and numbers	Details of ethnicity of UK domiciled PHD applicants and of those that were successful.	Partially withheld due to an exemption(s)	
20/215	Management and administration of the institution	Details of toilet provision in and around buildings used for STEM teaching. Gender diversity in staff in STEM subjects, including salary's, student gender diversity in STEM subjects and financial incentives to attract female applicants to STEM subjects.	Disclosed in full	

20/216	Student issues and numbers	Details of Student complaints, reasons and financial pay-outs.	Fully withheld due to an exemption(s)	
20/217	Student issues and numbers	Details of the number of students who dropped out in September or October during the 2020 and 2019.	Disclosed in full	
20/218	Financial information	Questions regarding our procurement and use of PPE	Information supplied in part where held	
20/220	IT provision and use	Details of our CRM contracts	Disclosed in full	
20/223	Management and administration of the institution	Details of workload of Chemistry Staff academic	Fully withheld due to an exemption(s)	
20/224	Management and administration of the institution	Details of NDA's entered into over the past 3 years following sexual assault investigations and details of accusations or reports of sexual violence from both staff and students.	Partially withheld due to an exemption(s)	
20/225	Student issues and numbers	Specific breakdown of the data provided in 20_139 related to complaints of racism and disciplinary action.	Partially withheld due to an exemption(s)	
20/226	Financial information	Remuneration of VC, Pay cuts for senior staff and severance payments.	Partially withheld due to an exemption(s)	
20/227	Management and administration of the institution	Has the Hong Kong Police force ever advertised careers through our institutions website or job portal.	Information supplied in part where held	

20/229	Financial information	Payments to third party's to promote or advertise the university through Instagram. Sponsorship of sports teams.	Disclosed in full	
20/230	Student issues and numbers	Numbers of students who have accessed counselling services for each of the past three years.	Partially withheld due to an exemption(s)	
20/232	Student issues and numbers	Disciplinary action against students for breaching COVID guidelines.	Information supplied in part where held	
20/233	Student issues and numbers	Deaths of students in the first few months of the past 5 academic years and recorded causes of death.	Information supplied in part where held	
20/234	Student issues and numbers	Ethnicity of professors, Were students previously on free school meals?	Information supplied in part where held	
20/236	Teaching and assessment	Racism and Decolonisation of the PGCE	Disclosed in full	
20/237	Student issues and numbers	Disabled students and reasonable adjustments on post graduate journalism courses	Partially withheld due to an exemption(s)	
20/239	Management and administration of the institution	Details of the use of international recruitment agents, including fees and wrongdoings.	Partially withheld due to an exemption(s)	
20/240	Management and administration of the institution	Numbers of Police Officers recruited as students using RPL (recognition of Prior experience an learning) arraignments	Disclosed in full	

20/241	Management and administration of the institution	Use of the Immigration Exemption in responses to Subject Access Requests over the past 3 years.	Disclosed in full	
20/242	IT provision and use	Cost and Start date of mobile phone contract	Partially withheld due to an exemption(s)	
20/243	Financial information	Details of the universities managed funds (same as FOI 19_224)	Partially withheld due to an exemption(s)	
20/244	Financial information	Details of the universities accounts payment systems and software.	Disclosed in full	
20/245	Financial information	Reports of sexual misconduct by students and outcomes	Fully withheld due to an exemption(s)	
20/246	IT provision and use	Details of and price paid for learning management software platforms	Partially withheld due to an exemption(s)	
20/247	IT provision and use	Details of our Oracle HR/Payroll system	Fully withheld due to an exemption(s)	
20/248	Management and administration of the institution	Details of where students are living in 2020 vs 2019 and cancelations of accommodation requests.	Information supplied in part where held	
20/250	IT provision and use	Details of Head of IT security	Disclosed in full	
20/251	Management and administration of the institution	Has the university decided to implement an opt-In consent model yet (further to FOI 20_007)	Disclosed in full	

20/252	Teaching and assessment	Details of Psychology modules relating to diversity and Inclusion.	Disclosed in full	
20/253	Management and administration of the institution	Details of any external commissioned mental health services	Partially withheld due to an exemption(s)	
20/255	Student issues and numbers	Reports of Sexual Harassment reported by students over the past 5 years	Fully withheld due to an exemption(s)	
20/256	Management and administration of the institution	Has the university adopted the IHRA definition of anti-Semitism in full.	Disclosed in full	
20/257	Student issues and numbers	The number of students who have been unable to graduate due to an outstanding balance on their academic balance.	Disclosed in full	
20/259	Estates and buildings	How does the university currently handle food waste and any records of volumes of food waste.	Information supplied in part where held	

Ref	Response	
20/001	<p>Your Request</p> <p>Total number spam or malicious emails blocked by your organisation over the last 2 calendar years (2019 and 2018) broken down by year.</p>	<p>LJMU Response</p> <p>We do not hold this information for the year 2018. Our system only holds information for a single year on a rolling basis</p> <p>In the past 12 months, between 15th January 2019 and 14th January 2020 the total number of emails blocked by our software is 111,687,290.</p>

	<p>Please could you also provide the category for the malicious emails e.g. 2,300 phishing emails, 5,000 spam/junk emails, 3,400 anti-virus blocks.</p>	<p>In the year 15th January 2019 to 14th January 2020, our system reported blocked emails under the following categories:</p> <ul style="list-style-type: none"> Blocked emails(these can include Spam, unsafe sender and unknown recipient): 107,908,157 Graymail: 3,771,565 Ransomware: 946 Analysed Advanced Threats 6622 																					
20/002	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>This is a request under the Freedom of Information act. The questions are in the attached spreadsheet. If possible, my preference would be for you to fill in answers on the spreadsheet and email the spreadsheet back to me</td> <td>Please see our response at Annex 1</td> </tr> </tbody> </table>		Your Request	LJMU Response	This is a request under the Freedom of Information act. The questions are in the attached spreadsheet. If possible, my preference would be for you to fill in answers on the spreadsheet and email the spreadsheet back to me	Please see our response at Annex 1																	
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	<p>2. Total Annual Spend – The spend should only relate to each of the service contract listed above.</p> <p>3. A description of the services provided under this contract please includes information if other services are included under the same contract.</p> <p>4. The number of sites the contract covers</p> <p>5. The start date of the contract</p> <p>6. The end date of the contract</p> <p>7. The duration of the contract, please include information on any extensions period.</p> <p>8. Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.</p>	employed directly by the university.	within University premises is included in our wider Facilities Maintenance contract and it is not possible to disaggregate aspects in relation to Lift Service.	employed directly by the university.	<p>£120,000</p> <p>Waste and Recycling services</p> <p>43</p> <p>7/7/15</p> <p>7/7/20</p> <p>3 years with two year extension</p> <p>Mark Nevitt Head of Business and Stakeholder Services 0151 231 2121 m.a.nevitt@ljmu.ac.uk</p>	offer a Laundry service.				
20/004	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>We require the number of successful cyber attacks against your organisation. We define a successful cyber attack as one that directly affects your organisation with information compromised, and define 'cyber attack' as an</td> <td> <p>We do not hold this information as a specific record.</p> <p>Our IT Services team, when it receives a report of a cyber-attack would log it as an incident</p> </td> </tr> </tbody> </table>		Your Request	LJMU Response	We require the number of successful cyber attacks against your organisation. We define a successful cyber attack as one that directly affects your organisation with information compromised, and define 'cyber attack' as an	<p>We do not hold this information as a specific record.</p> <p>Our IT Services team, when it receives a report of a cyber-attack would log it as an incident</p>				
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	<p>attack launched from one or more computers against another computer, multiple computers or networks. Specific examples include but are not limited to: ransomware and phishing attacks. Please find the question rephrased below for ease:</p> <p>How many successful cyber attacks has your organisation experienced in the last 12 months?</p>	<p>along with all other requests for assistance they receives. To locate records of any successful 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 the past year), the costs involved in locating these records would be disproportionate.</p> <p>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.</p> <p>Due to the volume of IT incident logs held, the costs of manual analysis would be in excess of £450.</p>																	
20/005	<table border="1"> <thead> <tr> <th data-bbox="333 858 990 898">Your Request</th> <th data-bbox="990 858 1637 898">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 898 990 938">Did the university test on living animals in 2019?</td> <td data-bbox="990 898 1637 938">Yes</td> </tr> <tr> <td data-bbox="333 938 990 1002">Which university departments tested on animals in 2019?</td> <td data-bbox="990 938 1637 1002">The Department of Sports Science.</td> </tr> <tr> <td data-bbox="333 1002 990 1106">How many animals were held at any time for animal testing during 2019?</td> <td data-bbox="990 1002 1637 1106">This will vary as experiments occur episodically an exact figure cannot be given for the timeframe.</td> </tr> <tr> <td data-bbox="333 1106 990 1209">What is the breakdown of the number of animals and species of animals held for animal testing in 2019?</td> <td data-bbox="990 1106 1637 1209">Rat 44 Mouse 55.</td> </tr> <tr> <td data-bbox="333 1209 990 1249">How many animals were tested on in 2019?</td> <td data-bbox="990 1209 1637 1249">99</td> </tr> <tr> <td data-bbox="333 1249 990 1313">What is the breakdown of the number of animals and species of animals tested on in 2019?</td> <td data-bbox="990 1249 1637 1313">Rat 44, Mouse 55.</td> </tr> <tr> <td data-bbox="333 1313 990 1378">How many animals used for animal testing died as a result of the testing in 2019?</td> <td data-bbox="990 1313 1637 1378">All animals used are culled at the end of the testing to harvest tissue.</td> </tr> </tbody> </table>			Your Request	LJMU Response	Did the university test on living animals in 2019?	Yes	Which university departments tested on animals in 2019?	The Department of Sports Science.	How many animals were held at any time for animal testing during 2019?	This will vary as experiments occur episodically an exact figure cannot be given for the timeframe.	What is the breakdown of the number of animals and species of animals held for animal testing in 2019?	Rat 44 Mouse 55.	How many animals were tested on in 2019?	99	What is the breakdown of the number of animals and species of animals tested on in 2019?	Rat 44, Mouse 55.	How many animals used for animal testing died as a result of the testing in 2019?	All animals used are culled at the end of the testing to harvest tissue.
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	Were the experiments for medical research, if so please detail the purpose of each experiment?	Yes. Research to further understand mechanisms and treatments of Alkaptonuria and arthritis					
	Were the experiments also for non-medical research, if so please detail the purpose of each experiment?	Yes, to understand muscle function and physiology					
	How many animals tested on suffered 'severe', 'moderate' or 'mild' pain in 2019, please define by type of animal and the levels of pain?	Rat – "Severe" = 0 Mouse _ "Severe" = 0 Rat – "Moderate" = 40, Mouse – "Moderate" = 55 Rat – "Mild" = 0 Mouse – "Mild" = 0					
	How many animals were bred on site for animal testing? Please break down into the numbers of each breed.	Rat 44 Mouse 55.					
	How many animals which were bred were destroyed / killed or died without being tested on? - please provide cause / reason for death.	Zero					
	<p><i>At LJMU, a Project License to undertake Home Office regulated Animal Research is only sought when it is absolutely certain that this research method is the only possible way of achieving an aim in the public interest. All projects are assessed against Home Office best practice guidelines before an application is made to ensure the absolute fewest number of animal test subjects are used. For example, The current research into Alkaptonuria (an incurable and painful joint disease) looks in detail at little understood cellular responses, allowing testing and evaluation of potential therapies, where no adequate non-animal model exists.</i></p>						
20/006	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>- The number of complaints received by the university that refer or relate to the CSSA.</td> <td></td> </tr> </tbody> </table>			Your Request	LJMU Response	- The number of complaints received by the university that refer or relate to the CSSA.	
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	<ul style="list-style-type: none"> - For each complaint that refers or relates to the CSSA, please indicate the date when it was received by the university. - For each complaint that refers or relates to the CSSA, please indicate whether the complainant was a student or a member of staff. If the complaint was not made by a student or a member of staff, please indicate in a broad sense, who made the complaint e.g. member of the public etc. - For each complaint that refers or relates to the CSSA, please provide a copy of the complaint (without identifying the complainant). If this is not possible, please provide a summary of the complaint. - For each complaint that refers or relates to the CSSA, please indicate the outcome. 	<p>The University has no record of any formal complaints that refer or relate to the CSSA.</p> <p>By way of explanation:</p> <p>Students may raise issues of complaint informally (Stage 1 of the Student Complaints procedure).</p> <p>If the matter is not resolved or if the student is dissatisfied with the outcome of their complaint at Stage 1, they may escalate their complaint to the formal stage of the Student Complaints procedure (Stage 2).</p> <p>The University records all formal (Stage 2) student complaints centrally. It does not record informal complaints centrally.</p>							
20/007	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4a6984; color: white;">Your Request</th> <th style="background-color: #4a6984; color: white;">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 965 985 1204">1. <i>Do you have an opt-in scheme to gain consent at registration from new or returning students in the event of the University having serious concerns about that student's health, physical or mental?</i></td> <td data-bbox="985 965 1635 1204">No</td> </tr> <tr> <td data-bbox="324 1204 985 1339">2. <i>In the last term has your support services/ wellbeing team asked students registering with support for permission to involve friends or</i></td> <td data-bbox="985 1204 1635 1339">Yes</td> </tr> </tbody> </table>	Your Request	LJMU Response	1. <i>Do you have an opt-in scheme to gain consent at registration from new or returning students in the event of the University having serious concerns about that student's health, physical or mental?</i>	No	2. <i>In the last term has your support services/ wellbeing team asked students registering with support for permission to involve friends or</i>	Yes		
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2. <i>In the last term has your support services/ wellbeing team asked students registering with support for permission to involve friends or</i>	Yes								

	<p>family or trusted others in the care of that student</p>		
	<p>3. If you answered No to question 1 are you considering the introduction of such a scheme?</p>	<p>LJMU has considered the use of 'opt-in' taking into account the significant number of variables at play in any scenario designed to trigger use of the emergency number. At the current time we are not operating an 'opt-in' system at registration. However, this matter is under constant discussion with our student support services (who do utilise safety plans with all relevant students).</p>	
	<p>4. If you answered NO to question 3 please could you provide brief comments as to why? (Please select as many as apply) Is it -</p> <ul style="list-style-type: none"> a) <i>Too bureaucratic</i> b) <i>Too expensive</i> c) <i>Too time consuming</i> d) <i>Not considered as part of duty of care of the university</i> e) <i>Not considered appropriate</i> f) <i>Other (please specify).</i> 	<p>There are no records held by LJMU setting out why such a policy has not been implemented at this time.</p>	
20/008	<p>Your Request</p> <p>For each question could you please provide the data broken down by academic year for each of the past five academic years (2018/19, 2017/18, 2016/17, 2015/16, 2014/15).</p>	<p>LJMU Response</p>	

<p>If this exceeds the cost limit please provide data for as many years as possible within the cost limit.</p>		
<p>1. How many students at your university have faced disciplinary action for dealing illegal drugs?</p>	<p>During the 5 year period September 2014 to September 2019 - less than 5 students have been subject to disciplinary action for dealing illegal drugs.</p> <p>In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact numbers, or provide breakdowns per year, where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them.</p>	
<p>2. How many of these students were suspended from the university?</p>	<p>In accordance with Section 40 (5B) (a) (i) of the FOIA, the University is exempt from the duty to confirm or deny that we hold such records. This is to avoid inferences being drawn from such confirmation at this time, or in the future which could lead to personal data such as the outcome of disciplinary action of individuals being identified or inferred.</p>	
<p>3. How many of these students were permanently expelled from the university?</p>	<p>In accordance with Section 40 (5B) (a) (i) of the FOIA, the University is exempt from the duty to confirm or deny that we hold such records. This is to avoid inferences being drawn from such confirmation at this time, or in the future which could lead to personal data such as the</p>	

		outcome of disciplinary action of individuals being identified or inferred.														
	4. How many of these cases were suspected to be linked to county lines drug dealing? (Government definition here)	LJMU does not hold this information														
	5. In how many of these cases was the university informed by police of a suspected link to county lines drug dealing?	LJMU does not hold this information														
	6. What is the total number of students that attended the university each year?	Attendance data for all UK institutions can be found on the website of the Higher Education Statistics Agency (HESA). Under s.21 of FOIA we do not need to provide you with data that is already reasonably accessible to you.														
20/009	<table border="1"> <thead> <tr> <th>Your Request</th> <th colspan="3">LJMU Response</th> </tr> <tr> <td></td> <th>2016/17</th> <th>2017/18</th> <th>2018/19</th> </tr> </thead> <tbody> <tr> <td> <p>For each of the academic years 2016/17, 2017/18 and 2018/19, please could you tell me</p> <p>Please state, in each case, if the allegation was made by a student, member of staff or university visitor.</p> <p>Where possible, for each case, please give any details of the harassment/violence recorded (for example, for racial harassment, the type –</p> </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Your Request	LJMU Response				2016/17	2017/18	2018/19	<p>For each of the academic years 2016/17, 2017/18 and 2018/19, please could you tell me</p> <p>Please state, in each case, if the allegation was made by a student, member of staff or university visitor.</p> <p>Where possible, for each case, please give any details of the harassment/violence recorded (for example, for racial harassment, the type –</p>			
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online etc, and language used).				
The number of allegations of racial harassment recorded by the university	Staff – 0 Students – <5 Visitors - 0	Staff – 0 Students – <5 Visitors - 0	Staff – <5 Students – <5 Visitors - 0	
The number of allegations of racial violence recorded by the university.	Staff – 0 Students – 0 Visitors - 0	Staff – 0 Students – 0 Visitors - 0	Staff – 0 Students – 0 Visitors – 0	
	<p>In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, 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. It is not possible to give details of specific instances as this could lead to breaches of the data protection principles.</p> <p>In addition, to avoid breaches of the data protection principles we will not be providing further details about any specific incidents of Racial Harassment or Violence.</p> <p>The above data relates to “formal” complaints or grievances received by our Student Governance and Human Resource teams. The relevant departments have no records of allegations being received from visitors during this period.</p> <p>Allegations of racism would be dealt with as appropriate in accordance with the Student Complaints Procedure, Staff Grievance Procedure or the Dignity at Work Policy and if appropriate may lead to investigation under Disciplinary Procedures. Support will be offered to any student or employee who approaches the Police with any allegations of racism.</p>			

20/010	<table border="1"> <thead> <tr> <th data-bbox="333 387 987 424">Your Request</th> <th data-bbox="987 387 1632 424">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 424 987 560">1) How many new EU academic staff the university has been able to recruit over the last year</td> <td data-bbox="987 424 1632 560">12</td> </tr> <tr> <td data-bbox="333 560 987 663">2) How many EU academic staff have left the university over the same time period</td> <td data-bbox="987 560 1632 663">7</td> </tr> <tr> <td data-bbox="333 663 987 799">3) The overall number of EU academic staff currently working at Liverpool John Moores (this one is less important)</td> <td data-bbox="987 663 1632 799">117</td> </tr> <tr> <td data-bbox="333 799 987 1347"></td> <td data-bbox="987 799 1632 1347"> <p>We have considered the context of your request and provided numbers above using following below criteria: Academic Staff who have stated their Nationality to be from an EU member state, excluding the UK (sometimes known as the EU27). These countries are Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.</p> <p>For the avoidance of doubt we have not included staff from the UK, EAA or Switzerland.</p> </td> </tr> </tbody> </table>		Your Request	LJMU Response	1) How many new EU academic staff the university has been able to recruit over the last year	12	2) How many EU academic staff have left the university over the same time period	7	3) The overall number of EU academic staff currently working at Liverpool John Moores (this one is less important)	117		<p>We have considered the context of your request and provided numbers above using following below criteria: Academic Staff who have stated their Nationality to be from an EU member state, excluding the UK (sometimes known as the EU27). These countries are Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.</p> <p>For the avoidance of doubt we have not included staff from the UK, EAA or Switzerland.</p>	
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20/011													

	<p>Your Request</p> <p>1. By species: How many animals were used in research by "The Public Authority" from January 1st, 2019 to December 31st, 2019?</p>	<p>LJMU Response</p> <p>Rat 44 Mouse 55.</p>	
	<p>2. Minutes, reports and correspondence of any Animal Welfare & Ethical Review Board ("AWERB"), formerly known as the Ethical Review Committee ("ERC"), or sub-committee at University level, including but not limited to departmental committees, from January 2019, where these relate to experimentation or other work involving captive live animals, in addition to any guidance issued by these committees at any time if currently in use. For the avoidance of doubt the term 'committee' is used in broad definition and is inclusive of boards, groups or similarly natured structural enterprises.</p>	<p>Please see Annex One containing minutes of AWERB meetings on 21st January 2019 and 30th October 2019.</p> <p>The University has redacted the documents where necessary under Section 38 of the FOIA. The University considers that to release the identity of staff members involved in the management of the use of live animals in research and the location of facilities could present a risk to the safety of individual staff members and students. The University believes that protecting the health and safety of its staff and students outweighs the public interest in providing a full disclosure.</p>	
20/012	<p>Your Request</p> <p>How many undergraduate students changed the degree course they were studying within their first year at the university? Please provide the data for the past five academic years (2014/15-2018/19) and break it down per academic year.</p> <p>Please note I do not wish for students who moved to other universities to be included - only</p>	<p>LJMU Response</p> <p>There are a number of reasons that a student may decide to change their degree course. In most cases, this is due to a student deciding to change between a Joint and Single honours programme, or <i>vice versa</i> within a school, or changing from a standard undergraduate programme to one with an integrated Masters.</p> <p>Please note that the figures below are specifically for LJMU students who registered</p>	

	<p>those who changed degree course and stayed at this university.</p>	<p>on an undergraduate programme, and who changed to another programme at LJMU during their first academic year.</p> <table border="1" data-bbox="999 384 1256 831"> <thead> <tr> <th>Academic Year</th> <th>Changes</th> </tr> </thead> <tbody> <tr> <td>2014/15</td> <td>35</td> </tr> <tr> <td>2015/16</td> <td>48</td> </tr> <tr> <td>2016/17</td> <td>53</td> </tr> <tr> <td>2017/18</td> <td>73</td> </tr> <tr> <td>2018/19</td> <td>53</td> </tr> </tbody> </table>	Academic Year	Changes	2014/15	35	2015/16	48	2016/17	53	2017/18	73	2018/19	53	
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20/014	<p>Your Request</p> <p>I would like to request information on the following topics:</p> <p>The names of any Chinese schools that your university recruited new students from for entry in the current academic year and the number of students admitted from each institution named.</p> <p>The amount of money your university has spent on advertising targeted at Chinese students and what form this advertising took in the previous academic year (2018/19).</p> <p>Whether your university hosts a Confucius Institute and details about any requests from the Confucius Institute, the Chinese embassy or other Chinese bodies to alter research or teaching on any topic (including but not limited to: Hong Kong; Taiwan; Tibet; the Tiananmen Square protests; Uighur Muslims).</p> <p>Details of any funding your university has received from Chinese companies or bodies since 2015.</p> <p>Details about any policies your university has in relation to avoiding Chinese state interference.</p> <p>LJMU Response</p> <p>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 does not hold details of any funding received from Chinese Companies or Bodies since 2015 in a reportable format.</p> <p>To ascertain this would require manual analysis of each invoice. Due to the volume of invoices held over the 5 years you have requested the costs of the manual analysis would be in excess of £450.</p>		

20/015	<table border="1"> <thead> <tr> <th data-bbox="324 323 987 363">Your Request</th> <th data-bbox="987 323 1637 363">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 363 987 563">Research undertaken by your Engineering departments for external corporate customers in 2018 and 2019 that has been paid for by corporate / industry partners -please name corporate / industry partners?</td> <td data-bbox="987 363 1637 1351" rowspan="7"> <p>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 does not record the details of every project within the scope of your request in a reportable format.</p> <p>To ascertain the details, you require would require manual analysis of each project. There were 247 funded projects within the scope of your request within the Faculty of Engineering and Technology from 2018 and 2019 and we have estimated the costs of manual analysis would be in excess of £450.</p> </td> </tr> <tr> <td data-bbox="324 563 987 762">Research undertaken by your Computer Science departments for external corporate customers in 2018 and 2019 that has been paid for by corporate / industry partners -please name corporate / industry partners?</td> </tr> <tr> <td data-bbox="324 762 987 874">Incubators as part of the Universities or housed on University property / land?</td> </tr> <tr> <td data-bbox="324 874 987 978">Corporate spin off companies in the sector of Engineering?</td> </tr> <tr> <td data-bbox="324 978 987 1114">Corporate spin off companies in the sector of Computer Science?</td> </tr> <tr> <td data-bbox="324 1114 987 1281">Joint collaboration projects / research with Dept of Engineering and Industry / Corporate partners 2018 and 2019 - please name corporate / industry partners ?</td> </tr> <tr> <td data-bbox="324 1281 987 1351">Joint collaboration projects / research with Dept of Computer Science and Industry / Corporate</td> </tr> </tbody> </table>	Your Request	LJMU Response	Research undertaken by your Engineering departments for external corporate customers in 2018 and 2019 that has been paid for by corporate / industry partners -please name corporate / industry partners?	<p>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 does not record the details of every project within the scope of your request in a reportable format.</p> <p>To ascertain the details, you require would require manual analysis of each project. There were 247 funded projects within the scope of your request within the Faculty of Engineering and Technology from 2018 and 2019 and we have estimated the costs of manual analysis would be in excess of £450.</p>	Research undertaken by your Computer Science departments for external corporate customers in 2018 and 2019 that has been paid for by corporate / industry partners -please name corporate / industry partners?	Incubators as part of the Universities or housed on University property / land?	Corporate spin off companies in the sector of Engineering?	Corporate spin off companies in the sector of Computer Science?	Joint collaboration projects / research with Dept of Engineering and Industry / Corporate partners 2018 and 2019 - please name corporate / industry partners ?	Joint collaboration projects / research with Dept of Computer Science and Industry / Corporate	
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20/016	<p>Your Request</p> <p>Under the Freedom of Information Act 2000, I'd like to make a request regarding the careers support services available at your university.</p> <p>If possible, I'd like to receive data specific to the 2018/2019 academic year.</p> <p>Specifically, I'd like to request data on the student careers services spend.</p> <p>This could fall under career support or careers programmes.</p> <p>If this includes a combined group of departments, could you please specify each department and their individual spend?</p>	<p>LJMU Response</p> <p>LJMU has a dedicated Student Advancement team to provide careers, employment & enterprise support for our students & graduates as well as an interface between students and external businesses, organisations and professionals. Ongoing assistance for graduates is available for life.</p> <p>The total expenditure for 2018/19 for the Student Advancement team was £1,938,643.81.</p> <p>This budget supports bespoke in-curriculum delivery, specialist one-to-one advice & guidance, our Centre for Entrepreneurship, funded internships for students who otherwise could not access a work placement experience and important research into our students' needs and how we can best address them.</p> <p>In 2018/19, there were 3,118 advice & guidance appointments; 7,746 visits to our on campus Careers Zone spaces; 184 funded internships; and we ran 185 careers events that attracted 2,538 attendees. Each year, the Centre for Entrepreneurship helps over 2,500 students, has helped kick start over 300 small</p>	

		business since it opened in 2003, and has been recognised nationally for its success.																	
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	<p>5. If your HEI does provide any digital and/or online services, please state how students at the HEI access these.</p>	<p>Students can access these services via staff referral or self-referral.</p>					
	<p><i>For example, students may self-refer or be referred by staff or a healthcare professional.</i></p>						
	<p>6. If your HEI does provide any digital and/or online services, could you state whether you have access to any routine data relating to their use by your students.</p>	<p>We can access data from the provider.</p>					
	<p><i>For example, this might be psychological measures for stress, anxiety, or depression; or usage of the digital services (logins, time spent using service, completion rates, satisfaction of online service).</i></p>						
	<p>7. If your HEI does provide any digital and/or online services, could you state the total number of students who used the named service in the most recent academic year for which you have data available (for example, 2018/19; 2017/18) and state which year this was.</p>	<p>We do not hold this information.</p>					
	<p>8. If your HEI does provide any digital and/or online services, please state how students using these services can be signposted or referred to traditional face-to-face counselling or mental health services.</p>	<p>Students can always talk to or message our Student Engagement team who identify need and refer students onwards to counselling or mental health services as necessary.</p>					
	<p><i>Answers to this question might include (but are not limited to) information within the digital/online services about how to self-refer to face to face support services/ mental health services; referral prompts within the digital services for students describing problems associated with a high level of risk or urgency.</i></p>						
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3.2 If not, to what misconduct does it not apply?	N/A
4. Does the university have specific disciplinary procedures for handling sexual misconduct and/or sexual violence?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
4.1 How do the procedures differ from those for other forms of misconduct?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
5. Which member of staff takes the lead in coordinating the handling of cases of sexual misconduct and sexual violence?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
5.1. What specialist training have they undertaken?	None
5.2. Is this a dedicated role?	No
6. Does the university employ sexual violence liaison officers (SVLOs)?	This is not a dedicated role within the University however one employee has trained as an SVLO
6.1 If so, how many?	N/A
6.2 What is the scope of their role?	N/A
6.3 Are they full-time or part-time roles?	N/A
6.4 Are these dedicated roles? Or are they academics or support staff who are doing this work in addition to their primary role?	Not dedicated

7. Do you have specially trained investigators dealing with cases of sexual misconduct and sexual violence? Or does an external expert do this work?	We do not have specially trained investigators dealing with cases of sexual misconduct and sexual violence?
7.1 If so, what specialist training have they undertaken?	N/A
8. Do you have specially trained staff who sit on panels to decide outcomes in cases of sexual misconduct and sexual violence?	No
8.1 If so, what specialist training have they undertaken?	N/A
9. How is a fair hearing ensured in complaints of sexual misconduct and sexual violence?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
10. What are the maximum and minimum penalties for students found in breach of the code of conduct due to sexual misconduct or sexual violence?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy, Student Code of Behaviour & Student Disciplinary Procedures and Applicant and Student Criminal Convictions Policy. These policies have been annexed to this response for your convenience
11. Which (types of) staff have undergone specialist training to deal with disclosures of sexual misconduct and sexual violence?	Student Advice and Wellbeing staff
11.1 Does this include personal tutors, campus security staff, and staff in student welfare/wellbeing services? (Please specify)	In part
12. Do you have a specialist and dedicated support service in place for victims of sexual	Not dedicated service but reporting and support are included within the overall provision

	misconduct and sexual violence? If so, what does it entail?	
	12.1 Is this internal, or externally provided?	Internally
	12.2 How many counselling staff (employed by or contracted to work for the university) have undertaken specialist training on dealing with sexual misconduct and sexual violence?	None
	13. Does responsibility for addressing violence against women form part of the portfolio of a senior manager at executive level?	Part of the remit of the University Registrar and Chief Operating Officer
	13.1 If so, what is their job title?	Registrar and Chief Operating Officer
	14. How does the university deal with students who are charged with sexual offences?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
	14.1 Are students charged with sexually offences always excluded from the university, e.g. suspended?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
	14.2 If not, what other disciplinary action has been taken against them and/or what precautionary measures have been put in place?	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These policies have been annexed to this response for your convenience
	14.3 How does the university's handling of students charged with sexual offences differ when the alleged victim is student or member of	Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy and Student Code of Behaviour & Student Disciplinary Procedures. These

	<p>staff? (Please address 14.1 and 14.2 in your response.)</p> <p>15. Does a conviction for a sexual offence/s always lead to a student's expulsion from the university?</p> <p>15.1 If not, what other disciplinary action has been taken against them and/or what precautionary measures have been put in place?</p>	<p>policies have been annexed to this response for your convenience</p> <p>Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy, Student Code of Behaviour & Student Disciplinary Procedures and Applicant and Student Criminal Convictions Policy. These policies have been annexed to this response for your convenience</p> <p>Please see the following Policies of LJMU that are annexed to this response- Sexual Violence (Student) policy, Student Code of Behaviour & Student Disciplinary Procedures and Applicant and Student Criminal Convictions Policy. These policies have been annexed to this response for your convenience</p>					
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	<p>senior staff, in 2016-2017, 2017-2018 and 2018-2019.</p> <p>How many cars your organisation has. Please also specify the make and model.</p> <p>The cost of purchasing a car(s) during 2016-2017, 2017-2018 and 2018-2019.</p> <p>The cost of leasing a car(s) during 2016-2017, 2017-2018 and 2018-2019.</p> <p>The cost of fuel for a car(s) during 2016-2017, 2017-2018 and 2018-2019.</p> <p>The cost of purchasing a personalised number plate(s) during 2016-2017, 2017-2018 and 2018-2019</p> <p>The costs associated with maintaining a car(s) during 2016-2017, 2017-2018 and 2018-2019. This includes, but is not limited to, MOT, general service, insurance, vehicle excise duty and new tyres and parts.</p> <p>By senior staff I am referring to the Vice-Chancellor, Principal, Deputy Vice-Chancellor(s), Vice Principal, Provost and Pro Vice-Chancellor(s). I would like you to exclude cars for other members of staff.</p>	<p>the institution. For example, they are used by our security team who operate across the 23 buildings in the city.</p> <p>Within this current fleet there are a small number of cars and a people carrier primarily used for transport of guests, delegates who attend our many conferences and LJMU staff.</p> <p>The use of these vehicles is not limited to the use of our VC and Pro-VC's. They can be utilised for any business need across the university. LJMU do not (and have not in the past three years) operate any vehicles exclusively "for the use of senior staff" that would fall within the scope of your request and therefore we do not hold the information that you seek.</p> <p>.</p>	
20/023	<p>Your Request</p> <p>I would like access to the figures for the number of sexual assault allegations made by students against other students at your university. I would like the figures to be from the academic years 2018/19 and 2019/20.</p>	<p>LJMU Response</p> <p>Section 12 of the FOIA makes provision for the University to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which is currently set at £450 for universities.</p>	

		<p>LJMU does not currently record centrally the specific reason for a complaint or referral from a student.</p> <p>To calculate the number of incidences where a complaint/referral report related to allegations of sexual assault the University would have to review and extract the appropriate information from individual case files. To do so would exceed the appropriate fee limit defined by the FOIA.</p> <p>Due to the volume of case files held by our Student Governance and Student Advice and Wellbeing teams the costs of manual analysis would be in excess of £450.</p>	
20/024	<p>Your Request</p> <p>I am requesting some information under the Freedom of Information Act and I was hoping that you can assist me with it.</p> <p>I would like information on the number of academic staff who have disclosed haven entered into a personal relationship of a sexual nature with an undergraduate student.</p> <p>I would also like information on the genders of both the academic and student in each case</p>	<p>LJMU Response</p> <p>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 Human Resources team does not record declaration of conflicts of interest in a central location or reportable format.</p> <p>To ascertain how many such disclosures would require manual analysis of every employee file to see if they contained conflicts of interest forms.</p>	

	<p>who have disclosed a personal relationship of a sexual nature.</p> <p>I would like to know the above information in disclosures from 2009-2019</p>	<p>Due to the volume of employee files held covering all staff who have worked at LJMU since 2009, the costs of manual analysis would be in excess of £450</p>					
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	<p>By 'correspondence and communications', I define this as including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Emails (and their attachments) - Letters - Reports/briefings - Memos - Research documents - Presentation slides - Notes taken during telephone conversations - Minutes/notes taken during meetings - Invitations 																										
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<p>1. Which software suppliers do you use for the following education functions (you may use the same provider for more than one function in some cases):</p>	Oracle	Microsoft Dynamics & Oracle	Oracle	Oracle	Oracle	Microsoft Dynamics & Oracle & In-House Development	Microsoft Dynamics	Microsoft Power BI	
<p>2. When are your current contracts with each supplier due to expire/be reviewed?</p>	<p>The renewal date of the Microsoft contract is 01/05/2020.</p> <p>The services provided by Oracle are covered by multiple contracts with different renewal dates ranging from 10/2/2020 to 01/09/2020. The majority of them are renewable around April.</p>								
<p>3. Are the solutions hosted on premise on your servers, or with the supplier in the cloud (SaaS etc)?</p>	On Premise	On Premise	On Premise	On Premise	On Premise	On Premise	On Premise	Hybrid	
<p>4. What is the total amount that you pay each supplier annually for support and maintenance (and hosting, if hosted by them)? If it is not possible to extract this value then please provide the total contract value as originally contracted and</p>	<p>It is not possible to extract the individual values for specific elements of this request from the contracts which are renewed on annual basis.</p> <p>The value of the Microsoft contract is between £250K and £340K</p> <p>The value of the Oracle contract is between £400K and £500K</p>								

	<p>the total contract length in years.</p>							
	<p>5. What are the contact details of the person responsible for reviewing these solutions when it is time to renew?</p>	<p>Peter Ashton, CIO Information Technology Services, LJMU Exchange Station Tithebarn St, Liverpool, L2 2QP</p>						
<p>20/027</p>	<table border="1"> <thead> <tr> <th data-bbox="324 869 985 901">Your Request</th> <th data-bbox="985 869 1635 901">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 901 985 1173"> <p>I am writing to you under the Freedom of Information Act 2000 to request information on the following positions (or similar) at your university:</p> <p>in the form: Name, Phone Number, Email, Job Title</p> </td> <td data-bbox="985 901 1635 1173"></td> </tr> <tr> <td data-bbox="324 1173 985 1380"> <p>- Head of Sustainability and/or Environment</p> </td> <td data-bbox="985 1173 1635 1380"> <p>We do hold this information because we do not have such a post. It is subsumed across several roles in Safety, Health, and Environment; and Estates and Facilities Management. We do have an Environment and</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>I am writing to you under the Freedom of Information Act 2000 to request information on the following positions (or similar) at your university:</p> <p>in the form: Name, Phone Number, Email, Job Title</p>		<p>- Head of Sustainability and/or Environment</p>	<p>We do hold this information because we do not have such a post. It is subsumed across several roles in Safety, Health, and Environment; and Estates and Facilities Management. We do have an Environment and</p>	
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		Sustainability Committee chaired by a Pro-Vice Chancellor					
	- Director of Estates and/or Facilities	Mark Askem – Director of Estates Development And Dr Tudor Williams – Director of Campus Services					
	- Head of Student Experience / Wellbeing	Yvonne Turnbull Director Student Advice and Wellbeing T: 01512313108 e: Y.Turnbull@ljmu.ac.uk					
	- Transport / Travel Plan Manager	Jerry Crayden – Transport and Fleet Services Manager					
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<p>If you have any queries please don't hesitate to contact me via email and I will be very happy to clarify what I am asking for and discuss the request, my details are outlined below.</p> <p>Thank you for your time and I look forward to your response. *Required</p>		
<p>Name of your institution: *</p>	<p>Liverpool John Moores University</p>	
<p>Who monitors your institution's IT estate for malware activity? *</p> <p>In-house 3rd Party or SIEM as a Service Both Neither Other:</p>	<p>Both</p>	
<p>Does your institution monitor for malware activity through the use of endpoint agents? *</p> <p>For example deployed anti-virus / anti-malware software to workstations, phones, etc.</p> <p>Yes No Other:</p>	<p>Yes</p>	
<p>Does your institution monitor for malware activity by inspecting / analysing network traffic, either as part of a system or service? *</p> <p>For example, a SIEM product or service, Intrusion Detection solution, etc.</p> <p>Yes No</p>	<p>Yes</p>	

	Other:		
	<p>To what extent does DNS analysis form a part of malware identification within your solutions? *</p> <p>Solutions many include vendor software, firewalls, analysis performed by a person, or by a SIEM service. Please select all that apply.</p> <p>DNS analysis does not form any part of our solutions</p> <p>Our solutions look for DNS to/from known malware/malicious infrastructure (e.g. botnets, command-and-control servers)</p> <p>Our solution identifies malware from looking at DNS features (e.g. TTL, query/prefix-length, domain-names, IP response diversity, geolocation)</p> <p>Our solution identifies malware attempting to perform reconnaissance, weaponisation, delivery, exploitation or exfiltration by DNS</p> <p>Other:</p>	DNS analysis does not form any part of our solutions	
	<p>To what extent can your in-house cyber security professionals perform DNS analysis as part of malware analysis? *</p> <p>We have no in-house cyber security professionals / all cyber security work is outsourced.</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>Our cyber security professionals are fully competent in DNS packet inspection (e.g. using tools such as Wireshark)</p>	This is not a request for information held. The FOIA does not oblige the University to create information or opinion in response to a request.	

<p>In the last 12 months, compared with the previous 12 months, have you seen malware infections: *</p> <p>Increase Decrease Remain relatively consistent</p>	<p>Remain relatively consistent</p>	
<p>Are outgoing DNS requests blocked or filtered on your network? *</p> <p>No No - but DNS requests to malicious or inappropriate sites are monitored Yes - DNS requests to malicious or inappropriate sites are blocked / filtered (blacklisting) Yes - only approved DNS requests are permitted (whitelisting) Other:</p>	<p>No</p>	
<p>Are internally-resolved DNS requests blocked or filtered on your network? *</p> <p>No No - but DNS requests are monitored Yes - certain DNS requests are blocked / filtered (blacklisting) Yes - only approved DNS requests are permitted (whitelisting) Other:</p>	<p>No</p>	
<p>Has funding allocated towards preventing malware infection changed due to the demographic dip? *</p> <p>"Demographic dip" refers to the the number of 18-year-olds in the UK population falling significantly between now and 2022. Changes may be directly or indirectly caused by the dip.</p>	<p>Funding has remained the same</p> <p>Investment in cyber-defence encompasses anti-malware, email filtering, intrusion prevention, SIEM and several other areas. Some of these</p>	

	<p>Funding has increased Funding has decreased Funding has remained the same How much did your institution spend on cyber-defense (including malware prevention) over the last 12 months? *</p> <p>Please do not include costs of any staff. Include any capital or revenue costs.</p>	<p>expenditures form part of a multi-year subscription paid in previous years, some are capital investments, some are revenue. It is not possible to articulate a single accurate figure.</p>	
	<p>Have resources (including people) allocated towards preventing malware infection changed due to the demographic dip? *</p> <p>"Demographic dip" refers to the the number of 18-year-olds in the UK population falling significantly between now and 2022. Changes may be directly or indirectly caused by the dip. Resourcing has increased Resourcing has decreased Resourcing has remained the same</p>	<p>Resourcing has remained the same</p>	
	<p>How many people (in FTEs) do you have working on cyber-defense of your institution's network? *</p> <p>Please dont include research activities, or staff of third-parties.</p>	<p>2</p>	
20/029	<p>Your Request</p> <p>1. Has the university experienced an attempted cyber-attack in 2019? Please answer yes or no. 2. How many attempted cyber-attacks has the university experienced in the last five years, please break this down by year (2019, 2018, 2017, 2016, 2015)?</p>	<p>LJMU Response</p> <p>We do not hold this information as a specific record. Our IT Services team, when it receives a report of a cyber-attack would log it as an incident along with all other requests for assistance they</p>	

	<p>3. How many cyber-attacks has the university experienced in the last five year that resulted in a loss of data, research or money, please break this down by year (2019, 2018, 2017, 2016, 2015)?</p>	<p>receives. To locate records of any successful 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 the past year), the costs involved in locating these records would be disproportionate.</p>	
	<p>4. Please state the cost to the university of the cyber-attacks that the university experienced in the last five years, please break this down by year (2019, 2018, 2017, 2016, 2015)</p>	<p>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.</p>	
	<p>5. Does the university purchase insurance via an insurance broker? Please answer yes or no. If yes, from whom?</p>	<p>Due to the volume of IT incident logs held, the costs of manual analysis would be in excess of £450.</p>	
	<p>6. For the year 2019/20 did the university purchase a standalone cyber insurance? Please answer yes or no. If yes, what is the name of the insurer?</p>		
	<p>7. Please state the job title and level/banding for the person who is responsible within the university for purchasing these insurance products</p>		
20/030	<p>Your Request</p> <p>Under the Freedom of Information Act, I request the following information:</p> <p>The number of non-disclosure agreements (NDAs) signed by the university's HR department over sexual harassment, sexual assault and sexual misconduct.</p>	<p>LJMU Response</p> <p>LJMU has not signed any non-disclosure agreements with staff or ex-staff in connection with incidents of sexual harassment, assault or misconduct between the 2015-16 academic year and the present</p>	

	<p>For the following academic years:</p> <p>2015-16 2016-17 2017-18 2018-19 2019 - current</p>														
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2.a What is the procedure for monitoring students identified as posing a risk?	<p>Section 24 provides refusal of information in relation to the safeguarding of national security and allows public authorities exemption from</p>														
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	<p>3. Could you break down referrals to your Prevent coordinator by:</p> <p>3.a ethnicity</p> <p>3.b Islamic/Islamist extremism</p> <p>3.c Far right extremism</p> <p>3.d other extremism (please state)</p> <p>4. Please provide a copy of the university's Prevent strategy.</p> <p>5. What level of risk has the Office for Students assessed your institution as posing under Prevent?</p> <p>6. How many visits did you receive from the Department for Education's regional Prevent coordinators over each of the past five years?</p>	<p>the requirements of Section 1(1)a if confirming or denying would have an undesirable effect on national security. Section 24 is a qualified exemption and this requires the University to apply the Public Interest Test.</p> <p>The University acknowledges that the public has a legitimate interest in being aware of and understanding any possible terrorist activities within Higher Education Institutions, and what actions are being taken to combat such activity. It also recognises that disclosure of the information could provide the general public with reassurances that the monitoring of criminals is conducted appropriately.</p> <p>It has, however, taken the decision to provide a neither confirm nor deny response in relation to this part of your request, as to provide a response could indicate the effectiveness of the University's monitoring activities. If a terrorist group were aware of the effectiveness of LJMU's strategy under the Prevent Duty it could lead them to alter their activity and, as a result, impede any monitoring or investigation that may be required.</p>	
20/032	<p>Your Request</p> <p>- Please confirm if you deliver Master of Business Administration course at your university</p>	<p>LJMU Response</p> <p>This information is available on our website at the following address: https://www.ljmu.ac.uk/study/courses/postgraduates/mba</p>	

	- Is the Master of Business Administration course delivered at Weekends	No									
	- If so, please confirm the total fee of the course	This information is available on our website at the following address: https://www.ljmu.ac.uk/study/courses/postgraduates/mba									
	- Furthermore, please confirm if a timetable can be provided for academic year 2019/20 and confirm the duration of course	Please refer to the most recent MBA timetables that are provided in Annex One.									
	- Is the Master of Business Administration delivered via online/distance learning	No									
	- If so, please confirm the total fee of the course and how long to take the course	N/A									
20/033	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>- Please confirm if you deliver any courses at weekend</td> <td>Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations:</td> </tr> <tr> <td>- If so, please can you provide the total fee of the course for 2020/21</td> <td>https://www.ljmu.ac.uk/study/courses?coursetypes=undergraduate#tab-search-by-keyword</td> </tr> <tr> <td>- Furthermore, please provide the timetable for academic year 2019/20 and confirm the duration of course</td> <td>Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations:</td> </tr> </tbody> </table>	Your Request	LJMU Response	- Please confirm if you deliver any courses at weekend	Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations:	- If so, please can you provide the total fee of the course for 2020/21	https://www.ljmu.ac.uk/study/courses?coursetypes=undergraduate#tab-search-by-keyword	- Furthermore, please provide the timetable for academic year 2019/20 and confirm the duration of course	Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations:		
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		https://www.ljmu.ac.uk/~media/files/ljmu/academic-calendars/ljmuacademiccalendar201920.pdf?la=en	
	- Lastly, please confirm the entry requirements for these courses	Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations: https://www.ljmu.ac.uk/study/courses?coursetypes=undergraduate#tab-search-by-keyword	
	- Please confirm if you deliver any courses via distance learning	Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations:	
	- If so, please can you provide the total fee of the course for 2020/21	https://buyonline.ljmu.ac.uk/product-catalogue/ljmu/distance-learning-courses https://www.ljmu.ac.uk/study/courses?coursetypes=undergraduate#tab-search-by-keyword	
	- Furthermore, please confirm if these are delivered on a part time or full time basis		
	- In addition, please provide the timetable for academic year 2019/20 and confirm the duration of course	Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you. The information you requested is available on the University's website in the following locations: https://www.ljmu.ac.uk/~media/files/ljmu/academic-calendars/ljmuacademiccalendar201920.pdf?la=en	
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20/035	Your Request			LJMU Response in Bold		
Please provide the following information under the Freedom of Information Act.						
1. Marketing						
	Number of Staff (FTE)	Staff Cost (inc. on costs)	Non-Pay Budget 19/20			
	18	£888,058	We are not going to provide the value of our non-pay marketing spend because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.			
Central						
Faculty / School / College	0	£0				
Other (e.g. outsourced / overseas offices)	0	£0	£0			

2. Student Recruitment (Home / EU)

	Number of Staff (FTE)	Staff Cost (inc. on costs)	Non Pay Budget 19/20
Central	27	£1,1179,468	We are not going to provide the value of our non-pay student recruitment spend because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.
Faculty / School / College	0	£0	
Other (e.g. outsourced / overseas offices)	0	£0	

3. Admissions (Home/ EU)

	Number of Staff (FTE)	Staff Cost (inc. on costs)	Non Pay Budget 19/20
Central	0	£0	£0
Faculty / School / College	39	£1,418,800	£0
Other (e.g. outsourced / overseas offices)	0	£0	£0
4. International Student Recruitment			
	Number of Staff (FTE)	Staff Cost (inc. on costs)	Non Pay Budget 19/20
Central	13	£703,329	We are not going to provide the value of our non-pay marketing spend because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.

	Faculty / School / College	0	£0	£0	
	Other (e.g. outsourced / overseas offices)	0	£0	£0	
5. International Admissions					
		Number of Staff (FTE)	Staff Cost (inc. on costs)	Non Pay Budget 19/20	
	Central	7	£279,194	£0	
	Faculty / School / College	0	£0	£0	
	Other (e.g. outsourced / overseas offices)	0	£0	£0	
20/036	Your Request		LJMU Response		
	<p>Please supply me with the following information as a freedom of information request.</p> <p>Specific Information regarding any Disrupted Studies Policy or similar procedure as specified in 1) and 2) below (if the university has one). https://www.sheffield.ac.uk/study/policies/disrupted-studies is an example, it will be a policy related to if an applicant to any course has had any disruption to studies which may have affected any qualification criteria for the course. This can include disability, bereavement and others.</p>				

<p>If a policy/procedure exists then I would request:</p>		
<p>a) The policy/procedure, or a link to it</p>	<p>Our Admissions Policy at 6.12 explains what we can consider if a student's study has been disrupted by Exceptional Circumstances This policy can be found here - https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/8.pdf</p>	
<p>b) The year the policy/procedure was created/enacted</p>	<p>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 Admissions team does not record the reason for numbers of exceptional circumstances representations received, or which ones resulted in a change to any offer in a reportable format. The records are mixed with other requests for admissions exceptions.</p> <p>To ascertain how many exceptional circumstances representations received were received would require manual analysis of each file. Due to the volume of admission files over the years you have requested the costs of manual analysis would be in excess of £450.</p>	
<p>c) The year the policy/procedure was first used</p>		
<p>d) The number of times the policy/procedure was used in 2018</p>		
<p>e) In how many cases in 2018 the policy/procedure affected the applicants outcome</p>		
<p>f) The number of times the policy/procedure was used in 2019</p>		
<p>g) in how many cases in 2019 the policy/procedure affected the applicants outcome</p>		

	If the policy/procedure does not exist then I would request the following information:															
	a) Whether the University plans to implement such a policy?	n/a														
	b) If such a policy is to be implemented what is the time-frame for implementation?	n/a														
20/037	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>1. Do you have a system in place for nursing students to raise a complaint about racism or racial harassment while:</td> <td></td> </tr> <tr> <td>(i) Studying at your university?</td> <td rowspan="2">Students are directed to the LJMU Student Complaints Procedure. This is published on our website: here.</td> </tr> <tr> <td>(ii) On placement?</td> </tr> <tr> <td>2. How many individual complaints of racism or racial harassment have you recorded from your nursing students over the last five academic years (please break down by year if possible):</td> <td>None</td> </tr> <tr> <td>(i) While studying at your university (Please provide a figure, not a percentage)?</td> <td>N/A</td> </tr> <tr> <td>(ii) While on a placement (Please provide a figure, not a percentage)?</td> <td>N/A</td> </tr> </tbody> </table>			Your Request	LJMU Response	1. Do you have a system in place for nursing students to raise a complaint about racism or racial harassment while:		(i) Studying at your university?	Students are directed to the LJMU Student Complaints Procedure. This is published on our website: here .	(ii) On placement?	2. How many individual complaints of racism or racial harassment have you recorded from your nursing students over the last five academic years (please break down by year if possible):	None	(i) While studying at your university (Please provide a figure, not a percentage)?	N/A	(ii) While on a placement (Please provide a figure, not a percentage)?	N/A
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		<p>Our plans to cut CO2 Emissions over the past 5 years were published in 2015 here. https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/262.pdf?la=en</p> <p>Under Section 22 of the FOI the University is not obliged to provide information where it is due for publication, and the Public interest is in favour of withholding it until such a time as it is due to be published.</p>					
	<p>What plans if any do you have to cut it? How much extra will those plans cost?</p>	<p>We do not currently hold this information. We plan to publish future commitments later this year. Our current plans for the period 2015-20 can be found on website at the following address: https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/262.pdf?la=en</p> <p>We do not currently hold this information. We plan to publish future commitments later this year. Our current plans for the period 2015-20 can be found on website at the following address: https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/262.pdf?la=en</p>					
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Your Request	LJMU Response						
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<p>2. Is there any capital investment in data centres planned in the next 36 months? For example, Mechanical & Electrical or refresh of equipment within the DC such as network, storage area network?</p>	<p>We are not going to provide details of our financial planning for capital investment because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.</p>	
<p>3. Is data privacy and or information security compliance a priority for the organisation's board?</p>	<p>Yes</p>	
<p>4. On your Organisation's risk register, are there any Information Technology related risks?</p>	<p>Yes</p>	
<p>i) If time/ cost allows, please list the top three related risks.</p>	<p>Cyber attack</p>	
<p>5. Are the cyber security vulnerabilities within the organisation's existing Information Technology estate increasing?</p>	<p>The threat level is constantly increasing and our response is proportionate</p>	
<p>i) Has the organisation had a security breach in the past 12 months?</p>	<p>We do not keep a separate record of cyber security breaches which can come in many forms and levels of severity. However, due to the effective response procedures we have in place, there have been no material threats to our business operations.</p>	
<p>6. Did the organisation meet its Information Technology savings target in the last Financial Year?</p>	<p>We do not hold a record of this information because we did not have an IT Savings Target in the year 2018/19.</p>	
<p>7. What percentage of Information Technology budget is currently allocated to "on-premises" capability vs "cloud" capability?</p>	<p>It is currently around 90% vs 10%.</p>	
<p>8. Does the organisation have the skills and resource levels necessary for moving to the cloud?</p>	<p>Yes</p>	

	9. What percentage of the Information Technology department headcount are software developers?	15-20%									
	10. In relation to contracts with Amazon Web Services, Microsoft for Azure and/or Google for Google Cloud, was the monthly expenditure higher than budgeted?	We do not hold a record of this information because we do not have separate contracts for any of these services.									
	i) If yes, has the organisation been able to subsequently reduce the cost whilst maintaining service levels for users?	N/A									
20/041	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Please provide a list of Undergraduate and Taught Postgraduate modules at your institution which include or reference "perfectionism". "Perfectionism" will mostly likely be included as part of courses in Sport Psychology, Sport and Exercise Science, Sport Science, (Performance) Coaching, and Psychology (this list is not exhaustive).</td> <td> <ul style="list-style-type: none"> • 4207PSYSCI Concepts in Mental Health and Wellbeing • 5207PSYSCI Mental Health Disorders </td> </tr> <tr> <td>Please specify which Undergraduate or Postgraduate programmes include the relevant module(s), and whether the module(s) are a core/mandatory or optional component.</td> <td> <ul style="list-style-type: none"> • 4207PSYSCI Core module at Level 4 for BSc Psychology students • 5207PSYSCI Core module at Level 5 for BSc Psychology students </td> </tr> <tr> <td>Please provide the current reading list, if available, for the relevant module(s) including recommended textbooks and research papers.</td> <td> <p>4207PSYSCI Reading List for Perfectionism:</p> <p>The key readings for this topic are: Chapters 1, 3 and 4 in:</p> </td> </tr> </tbody> </table>			Your Request	LJMU Response	Please provide a list of Undergraduate and Taught Postgraduate modules at your institution which include or reference "perfectionism". "Perfectionism" will mostly likely be included as part of courses in Sport Psychology, Sport and Exercise Science, Sport Science, (Performance) Coaching, and Psychology (this list is not exhaustive).	<ul style="list-style-type: none"> • 4207PSYSCI Concepts in Mental Health and Wellbeing • 5207PSYSCI Mental Health Disorders 	Please specify which Undergraduate or Postgraduate programmes include the relevant module(s), and whether the module(s) are a core/mandatory or optional component.	<ul style="list-style-type: none"> • 4207PSYSCI Core module at Level 4 for BSc Psychology students • 5207PSYSCI Core module at Level 5 for BSc Psychology students 	Please provide the current reading list, if available, for the relevant module(s) including recommended textbooks and research papers.	<p>4207PSYSCI Reading List for Perfectionism:</p> <p>The key readings for this topic are: Chapters 1, 3 and 4 in:</p>
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		<p>Egan, S. J., Wade, T. D., Shafran, R., & Antony, M. M. (2014). <i>Cognitive-behavioral treatment of perfectionism</i>. NY: Guilford Press. E-book via LJMU click here (Links to an external site.) You will be able to download up to 42 pages. The pages to download for the seminar are 1-7 and 30-35. Additional sources that are also useful include (click DOI hyperlink for access to online copy):</p> <p>Egan, S. J., Wade, T. D., & Shafran, R. (2011). Perfectionism as a transdiagnostic process: a clinical review. <i>Clinical Psychology Review</i>, 31(2), 203-212. https://doi.org/10.1016/j.cpr.2010.04.009 (Links to an external site.)</p> <p>Fairburn, C. G., Cooper, Z., & Shafran, R. (2003). Cognitive behaviour therapy for eating disorders: a "transdiagnostic" theory and treatment. <i>Behaviour Research and Therapy</i>, 41(5), 509-528. https://doi.org/10.1016/S0005-7967(02)00088-8 (Links to an external site.) [gives a detailed account of the CBT model discussed in lectures]</p> <p>Farstad, S. M., McGeown, L. M., & von Ranson, K. M. (2016). Eating disorders and personality, 2004-2016: A systematic review and meta-analysis. <i>Clinical Psychology Review</i>, 46, 91-105. https://doi.org/10.1016/j.cpr.2016.04.005 (Links to an external site.) [just section on perfectionism]</p> <p>Keski-Rahkonen, A., & Mustelin, L. (2016). Epidemiology of eating disorders in Europe: prevalence, incidence, comorbidity, course, consequences, and risk factors. <i>Current Opinion in Psychiatry</i>, 29(6), 340-345. https://doi.org/10.1097/Yco.0000000000000278</p>	
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		<p><u>(Links to an external site.)</u> [information on eating disorders generally] Lloyd, S., Schmidt, U., Khondoker, M., & Tchanturia, K. (2015). Can Psychological Interventions Reduce Perfectionism? A Systematic Review and Meta-analysis. <i>Behavioural and Cognitive Psychotherapy</i>, 43(6), 705-731. https://doi.org/10.1017/S1352465814000162 (Links to an external site.) [just the opening section and some of the discussion] Maloney, G. K., Egan, S. J., Kane, R. T., & Rees, C. S. (2014). An Etiological Model of Perfectionism. <i>Plos One</i>, 9(5). https://doi.org/ARTN e94757 10.1371/journal.pone.0094757</p> <p>5207PSYSCI Reading List for the module: Essential reading for this module (available as hard copy & e-book): Hooley, J.M., Butcher, J.N., Nock, M. & Mineka, S. (2017) <i>Abnormal Psychology</i> (17th Ed.). Harlow: Pearson. Reading for this topic [of Eating Disorders] Hooley, J.M., Butcher, J.N., Nock, M. & Mineka, S. (2017) <i>Abnormal Psychology</i> (17th Ed.). Harlow: Pearson</p> <p>Chapter 9 Eating Disorders & Obesity (available as hard copy & e-book)</p> <p>Culbert, K. M., Racine, S. E., & Klump, K. L. (2015). Research Review: What we have learned about the causes of eating disorders -a synthesis of sociocultural, psychological, and biological research.</p>	
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		Journal of Child Psychology and Psychiatry, 56(11), 1141-1164. doi:10.1111/jcpp.12441											
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		provide you with information reasonably available to you.	
	Q. 5. Do you currently employ counsellors to support students (either as part of a counselling team or a multidisciplinary team)?	Yes	
	Q. 6. Including current vacancies that you might have, how many counsellors do you employ? Please state headcount, as well as the total full-time equivalent (e.g. 4 headcounts, 3.2FTE)	There are 6 counsellors = 5.8 FTE	
	Q. 7. Who directly line manages the Counsellors? (Please state the job title only)	Counselling Manager	
	Q. 8. Does the line manager of the counsellors have a caseload of students to work directly with? <ul style="list-style-type: none"> • Yes • Only ad-hoc e.g. at peak periods or when students are in crisis • No 	Yes, and at peak periods, and crisis interventions	
	Q. 9. Do you have trainee counsellors or psychotherapists placement opportunities within your student counselling team? <ul style="list-style-type: none"> • Yes • Not currently, but have in the past 10 years • Not currently, but we considering it • No 	Not currently, but have done in past 10 years	
	Q. 10. Do you have honorary (volunteer) counsellors or psychotherapists? <ul style="list-style-type: none"> • Yes • Not currently, but have in the past 10 years • Not current, but we are considering it • No 	No, but have done in past 10 years	
	Q. 11. Do you have peer to peer mental health and wellbeing type provision at your University (e.g. Student Minds, etc.) <ul style="list-style-type: none"> • Yes • Not currently, but we are considering it • No 	No	

<p>Q. 12. Do you employ Mental Health Advisors (sometimes known as Mental Health Practitioner, Mental Health Advisers, Mental Health Coordinators) to advise and support students with emerging or diagnosed mental health conditions using a case management type approach?</p>	<p>Yes</p>	
<p>Q. 13. Including current vacancies that you might have, how many mental health practitioners do you employ? Please state the headcount, as well as the total full-time equivalent (e.g 4 headcount, 3.2FTE)</p>	<p>There are 3 MHA = 1.98FTE</p>	
<p>Q. 14. Who directly line manages the Mental Health Advisors? (Please state the job title only)</p>	<p>Counselling manager line manages 1.4fte of the Mental health team. The 0.6fte is managed by Director of service.</p>	
<p>Q. 15. Does the line manager of the mental health advisors have a caseload of students to work directly with?</p> <ul style="list-style-type: none"> • Yes • Only ad-hoc e.g at peak periods or when students are in crisis • No 	<p>Only ad-hoc at peak periods, or student in crisis.</p>	
<p>Q. 16. Do you have administration support for your counselling and mental health teams/practitioners?</p> <ul style="list-style-type: none"> • Yes, specifically designated for counselling and mental health support • Yes but shared with other student support services and team • No 	<p>Yes, specifically designated for counselling.</p>	
<p>Q. 17. Do any of your counsellors or mental health practitioners use pre and post-therapeutic intervention outcome measures?</p> <ul style="list-style-type: none"> • Yes specifically designated for counselling and mental health support • Yes but shared with other student support services and team • No 	<p>No</p>	
<p>Q. 18. How are outcome measures used in your service?</p>	<p>Not Applicable, we do not use.</p>	

<ul style="list-style-type: none"> • Not applicable as we do not use outcome measures • Purely for statistical purposes • Purely as part of the therapeutic process • For a mixture of statistical purposes and as part of the therapeutic process 		
<p>Q. 19. Which outcome measures are used (tick all that apply)?</p> <ul style="list-style-type: none"> • CORE-34 Work and Social Adjustment Scale • CORE-10 CIAO (Counselling Impact on Academic Outcomes) • CCAPS In-house outcome measures • GAD-7 Not applicable (no outcome measures are used) • PHQ-9 Other validated outcome measures not listed (e.g. SDQ, Outcomes Star, Warwick-Edinburgh Mental Wellbeing Scale, etc.) 	N/A	
<p>Q. 20. If you stated you use other validated outcome measures, please can you list which ones here?</p>	N/A	
<p>Q. 21. If you use outcome measures are they used as part of any KPIs either on a practitioner level or a team level? If yes, please can you send documentation?</p> <ul style="list-style-type: none"> • Yes • No • Not applicable as we do not use outcome measures 	N/A	
<p>Q. 22. Do you currently have written protocols for a university response to a student death? If yes, please can you send documentation?</p>	The University has procedures set out in its Critical Incident Policy (students) that may be appropriate. A copy of this can be found at Annex 1	
<p>Q. 23. Do you currently have any protocols for suicide postvention? If yes, please can you send documentation?</p>	No	

<ul style="list-style-type: none"> • Yes specifically for suicide • Yes but as part of a non-suicide specific set of protocols • No, but we are considering it • No 		
<p>Q. 24. Do your counselling and mental health support teams undertake a risk assessment and risk management or safety planning with students?</p> <ul style="list-style-type: none"> • Yes with all active caseloads • Yes with some active caseloads • No 	<p>Yes, with some active caseloads</p>	
<p>Q. 25. Please can you provide your risk assessment and risk management or safety planning protocols?</p> <ul style="list-style-type: none"> • Yes • No • Not applicable as we don't have protocols 	<p>Risk assessment forms can be found at Annex 2 below. The protocol is to escalate to a 'vulnerable student' meeting and/or bring to the attention of the Director of the Student Advice and Wellbeing team.</p>	
<p>Q. 26. Do you have Standard Operating Procedures for your counselling and mental health support? If yes, please can you send documentation?</p> <ul style="list-style-type: none"> • Yes • No, but we are considering it • No 	<p>No</p>	
<p>Q. 27. Please can you provide your referral pathways to counselling and mental health support?</p> <ul style="list-style-type: none"> • Yes • No • We do not have referral pathways clearly defined 	<p>We do not have a pathway clearly defined. Utilise our CRM case management system for all referrals</p>	
<p>Q. 28. Do your counselling and mental health support teams have triage procedures or protocols? If yes, please can you send documentation?</p>	<p>Yes, The Initial Assessment form used by our Student Advice and Wellbeing staff</p>	

<ul style="list-style-type: none"> • Yes • No 	contains triage questions. Our standard Initial assessment form can be found at Annex 3 below	
<p>Q. 29. What client record management systems do you use for counselling and mental health?</p> <ul style="list-style-type: none"> • Paper-based system • An in-house electronic database system • CORE-Net • CORE-PC • Titanium • PCMIS-HE • Maximiser • Target Connect • Other 	CRM (Microsoft Dynamics)	
<p>Q. 30. Does your university have a digital online platform to offer support to students to help improve poor mental wellbeing or to maintain good mental wellbeing (e.g. FIKA, Silvercloud, Big White Wall, Kooth.com, etc.)</p> <ul style="list-style-type: none"> • Yes • Yes but thinking of not renewing • No, but thinking of purchasing • No 	Yes	
<p>Q. 31. Are students actively involved in service design, beyond service evaluation questionnaires feedback forms?</p> <ul style="list-style-type: none"> • Yes, through focus groups annually or more frequently • Yes, through focus groups less frequently than every year 	No	

	<ul style="list-style-type: none"> • Yes, by other means not listed • No 							
	<p>Q. 32. Do you employ someone specifically to support students who have experienced sexual violence and harassment?</p>	<p>One member of the wider team is a trained ISVO</p>						
	<p>Q. 33. Finally, do you have any protocols for managing Students of Concern that sit as part of, or outside of Counselling and Mental Health? (e.g. students whose behaviour is of concern such as self-harm, suicidal thoughts and behaviours, disturbing behaviours, etc). If yes, please can you send documentation?</p>	<p>LJMU maintains a Vulnerable student (VS) list within the case management system (CRM) that holds those students that our Student Advice and Wellbeing service, believe are demonstrating some level of risk. Risk in this context can be for a whole host of reasons from homelessness right through to risk to self and others. It is a mechanism for the Student Advice and Wellbeing service to keep the key cases at the top of the priority list.</p>						
<p>20/051</p>	<table border="1"> <thead> <tr> <th data-bbox="331 967 987 1007">Your Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1007 987 1241"> <p>What <u>preventative measures</u> has the University taken, or plans to take, to prevent the spread of the coronavirus disease (e.g. regular sanitising of campus facilities, provision of hand sanitiser in major buildings and all cafeterias, cooperation with local health services)?</p> </td> </tr> <tr> <td data-bbox="331 1241 987 1377"> <p>What <u>activities, decisions, priorities, plans, and/or procedures in place/development</u> does the University have to curb extant infections or to prevent initial infection as described above (e.g.</p> </td> </tr> </tbody> </table>	Your Request	<p>What <u>preventative measures</u> has the University taken, or plans to take, to prevent the spread of the coronavirus disease (e.g. regular sanitising of campus facilities, provision of hand sanitiser in major buildings and all cafeterias, cooperation with local health services)?</p>	<p>What <u>activities, decisions, priorities, plans, and/or procedures in place/development</u> does the University have to curb extant infections or to prevent initial infection as described above (e.g.</p>	<table border="1"> <thead> <tr> <th data-bbox="987 967 1635 1007">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 1007 1635 1377"> <p>The health, welfare and wellbeing of our students and staff is our number one priority.</p> <p>LJMU's response to the Coronavirus/CORVID-19 Public Health Emergency has been coordinated for several weeks by the university's Incident Management Team, led by our Registrar and Chief Operating Officer, Mark Power.</p> </td> </tr> </tbody> </table>	LJMU Response	<p>The health, welfare and wellbeing of our students and staff is our number one priority.</p> <p>LJMU's response to the Coronavirus/CORVID-19 Public Health Emergency has been coordinated for several weeks by the university's Incident Management Team, led by our Registrar and Chief Operating Officer, Mark Power.</p>	
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	plans relating to the timetabling and provision of classes, assessments, and exams in the event of university closure/interruption due to coronavirus)?	<p>For up-to-date information about LJMU's response to and procedures during the Coronavirus/CORVID-19 Public Health Emergency please see the latest information on our website:</p> <p>https://www.ljmu.ac.uk/about-us/information-on-coronavirus</p>						
	In what circumstances would the University close to prevent the spread of the disease and how would this affect students and staff?							
	To what extent does the University expect the coronavirus to impact the university and how might the coronavirus impact the university (i.e. what risk assessments, projections, discussions, predictions have been made)?							
	Please could you provide any other information held by the University with any relation to or mention of the coronavirus virus or coronavirus disease?							
20/052	<table border="1"> <thead> <tr> <th data-bbox="324 967 985 1007">Your Request (Numbering corrected)</th> <th data-bbox="985 967 1635 1007">Our Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1007 985 1278"> <p>Under the Freedom of Information Act 2000, or the Freedom of Information (Scotland) Act 2002, please provide me with the following information about how the university handles internal complaints of sexual misconduct and sexual violence, and responds to criminal charges and convictions for sexual offences</p> </td> <td data-bbox="985 1007 1635 1278"></td> </tr> <tr> <td data-bbox="324 1278 985 1377"> <p>1. Would a student charged with any of the following sexual offences be suspended from the university until the trial verdict/sentencing or</p> </td> <td data-bbox="985 1278 1635 1377"> <p>Such cases would be considered under the University Applicant and Student Criminal Convictions Procedure. This is available at</p> </td> </tr> </tbody> </table>	Your Request (Numbering corrected)	Our Response	<p>Under the Freedom of Information Act 2000, or the Freedom of Information (Scotland) Act 2002, please provide me with the following information about how the university handles internal complaints of sexual misconduct and sexual violence, and responds to criminal charges and convictions for sexual offences</p>		<p>1. Would a student charged with any of the following sexual offences be suspended from the university until the trial verdict/sentencing or</p>	<p>Such cases would be considered under the University Applicant and Student Criminal Convictions Procedure. This is available at</p>	
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<p>the charges were dropped? Please specify whether a suspension would be imposed for:</p>	<p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p>	
<p>1.1 Rape?</p>		
<p>1.2 Sexual assault?</p>		
<p>1.3 Controlling or coercive behaviour? (A crime since Dec 2015.)</p>	<p>Precautionary Action and suspension is dependent on the individual circumstances of the case. Refer to Section 4.1 and Appendix 1.</p>	
<p>1.4 Stalking?</p>		
<p>1.5 Production, possession and/or distribution of extreme pornography? (Under UK law, this is sexual material containing violence, cruelty or degradation.)</p>		
<p>1.6 Revenge porn (the non-consensual distribution of sexually explicit images or videos of individuals)?</p>		
<p>1.7 Indecent exposure?</p>		
<p>1.8 Voyeurism?</p>		
<p>N.B. For each of the above offence, please specify whether suspension would always happen or normally happen.</p>		
<p>2. If the charges concern an alleged victim who is a student at the university, would a no-contact order be imposed for any of the sex offences listed above? Please specify for which offence/s, and whether this would always happen or normally happen.</p>	<p>Such cases would be considered under the University Applicant and Student Criminal Convictions Procedure. This is available at https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p>	
<p>2.1 Would both the alleged perpetrator and the alleged victim be required to agree to/sign the no-contact order?</p>	<p>Precautionary Action and suspension is dependent on the individual circumstances of the case. Refer to Section 4.1 and Appendix 1.</p>	

<p>3. Would a student convicted of any of the following sexual offences be expelled/deregistered from the university? Please specify whether expulsion/deregistration would be imposed for:</p>	<p>At LJMU the recommendations that a Criminal Convictions Panel can make are set out at Section 5.6 of the University Applicant and Student Criminal Convictions Procedure. This is available at https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <p>Recommendations are made based on the individual circumstances of the case.</p>	
<p>3.1 Rape?</p>		
<p>3.2 Sexual assault?</p>		
<p>3.3 Controlling or coercive behaviour?</p>		
<p>3.4 Stalking?</p>		
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<p>N.B. For each of the above offences, please specify whether expulsion/deregistration would always happen or normally happen.</p>		
<p>4. Have any students been expelled/deregistered for any of the above offences in the past five years?</p>	<p>Yes</p>	
<p>4.1 If yes, please specify for which offence/s.</p>	<p>There have been 5 expulsions of LJMU students in the past 5 years for the offences you list at 3.1-3.8 LJMU has duty to ensure we protect the Data Protection Rights of all individuals. Due the small number of individuals involved we will not detail the circumstances of any expulsions under the exemption at s.40(2) of the FOIA</p>	

<p>5. In the past five years, have any students been on the sex offenders register while studying at the university?</p>	<p>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 and Faculty team do not record centrally the number of students who are on the sex offenders register</p> <p>To ascertain how many Students in the past 5 years were on the sex offenders register would require manual analysis of each criminal conviction declaration file. Due to the volume of these files held the costs of manual analysis would be in excess of £450.</p>	
<p>6. Have any students convicted of the following offences in the past five years been allowed to continue their studies? If yes, please specify which offence/s they were convicted of:</p>	<p>none</p>	
<p>6.1 Rape?</p>		
<p>6.2 Sexual assault?</p>		
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<p>6.7 Indecent exposure?</p>		
<p>6.8 Voyeurism?</p>		

<p>7.1 Does the university normally put in place precautionary and/or safeguarding measures related to a student charged with sex offences only after conducting its own risk assessment?</p>	<p>Such cases would be considered under the University Applicant and Student Criminal Convictions Procedure. This is available at https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <p>Precautionary Action and suspension is dependent on the individual circumstances of the case via a risk assessment.</p>	
<p>7.2 Does the university normally impose sanctions on students convicted of sex offences only after conducting its own risk assessment?</p>	<p>Precautionary Action and suspension is dependent on the individual circumstances of the case.</p>	
<p>7.3 Who carries out this risk assessment for the university?</p>	<p>Student Governance, Director of Legal and Governance and Academic Registrar.</p>	
<p>7.4 What specialist training have they had on assessing the risk posed by sex offenders?</p>	<p>We do not hold this information.</p>	
<p>7.5 What external agencies or other experts are involved in these risk assessments?</p>	<p>Professional body and industry representative attend Professional Body Criminal Convictions Panels.</p>	
<p>8.1 Does the university normally impose sanctions on students convicted of sex offences only after those students have also gone through a student disciplinary hearing?</p>	<p>Such cases are considered under the Applicant and Criminal Convictions Policy and Procedure.</p>	
<p>8.2 If so, is the victim required to give evidence in the student disciplinary hearing related to offences previously proved in a court of law?</p>		
<p>9. When a student makes a complaint of sexual misconduct via the university's formal complaints procedures, but does not report the incident to the police, what kinds of</p>	<p>The University normally investigates such matters under the Student Code of Behaviour and Student Disciplinary Procedure.</p>	

	<p>precautionary and safeguarding measures does the university put in place while the case is being investigated?</p> <p>9.1 If the internal complaint is upheld, what kinds of precautionary and safeguarding measures would the university put in place?</p> <p>9.2 Is it standard practice to impose one or more of the following if such an internal complaint is upheld (please specify):</p> <p>Expulsion</p> <p>Suspension</p> <p>No contact order</p> <p>9.3 In such cases (i.e. those only subject to internal complaints) would the university conduct a risk assessment? Please specify if this is always done, or normally done.</p> <p>9.4 How would this risk assessment differ from those conducted in cases subject to police action and/or criminal proceedings/verdicts?</p>	<p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <p>Precautionary Action and suspension is dependent on the individual circumstances of the case Section 7.8 and Appendix 2 and 3 refers.</p> <p>Disciplinary Sanctions under the Student Code of Behaviour and Student Disciplinary Procedure are dependent on the individual circumstances of the case.</p> <p>The University would conduct a risk assessment whenever there was a requirement to do so and such assessments are reviewed and monitored during the progress of the case.</p> <p>All risks assessments consider all circumstances of the case, which is not dependent on the procedures or process.</p>							
20/053	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Please can you provide all or any of the following information for the academic year 2018-19, or for the latest annual reporting period:</td> <td></td> </tr> <tr> <td>1) The number of reported cases of bullying and/or harassment received by the institution where the victim or alleged victim was a member of staff and the perpetrator(s) or alleged perpetrator(s) was a student(s). This</td> <td><5 In accordance with Section 40 (2) of the FOIA, LJMU has a duty to uphold the provisions of Data Protection legislation when responding</td> </tr> </tbody> </table>	Your Request	LJMU Response	Please can you provide all or any of the following information for the academic year 2018-19 , or for the latest annual reporting period:		1) The number of reported cases of bullying and/or harassment received by the institution where the victim or alleged victim was a member of staff and the perpetrator(s) or alleged perpetrator(s) was a student(s). This	<5 In accordance with Section 40 (2) of the FOIA, LJMU has a duty to uphold the provisions of Data Protection legislation when responding		
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	<p>should also include cases where the incident or alleged incident was not directly reported to the institution, but came to your attention through other means (e.g. social media or news reports).</p>	<p>under the FOIA. The University is therefore not able to give the exact numbers where small numbers of individuals are involved, 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.</p>	
	<p>2) The number of reported cases of bullying and/or harassment investigated by the institution where the victim or alleged victim was a member of staff and the perpetrator(s) or alleged perpetrator(s) was a student(s).</p>	<5	
	<p>3) The number of cases of the type described at point (2) where the institution upheld the complaint against the student(s), and what sanctions were issued as a result.</p>	<5	
	<p>4) How many incidents the institution has dealt with, or been made aware of, in which the police have been involved where the perpetrator(s) / alleged perpetrator(s) was a student(s) and the victim(s) / alleged victim(s) was a member(s) of staff.</p>	<5	
	<p>5) How many incidents described at (4) in which police took further action, including making an arrest(s) or caution, and pressing charges.</p>	<p>Any decision to report a matter to the Police is taken by the victim of an incident. LJMU is not usually informed by the police of any actions taken as a result of their investigation where the University itself is not a victim and therefore we do not hold this information.</p>	
20/054			

	Your Request	LJMU Response	
	<p>1. What are the mental health services available at your university? Please could you list the provisions.</p> <p>2. What is the total yearly income of the university and how much money is spent per academic year (for the last four years) on mental health services? Please could you provide a year by year breakdown.</p> <p>3. How many students have used counselling or mental health services at university in the last four years? Please could you provide a year by year breakdown.</p> <p>4. How many staff and student referrals to counselling or mental health services have there been in the last four years? Please could you provide a year by year breakdown.</p>	<p>Details of LJMU's provision for health and wellbeing of students, including mental health and counselling services can be found on our website: https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing</p> <p>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, for the years 2016/17 and 2017/18 we are unable to provide an accurate figure for the number of students who were supported by our counselling service.</p> <p>This is because during these years our counselling team offered services to both students and staff at the University. For us to be able to answer your request it would be necessary to enter each record and ascertain if the referral relates to a student or a staff member.</p> <p>To ascertain how many students alone used our counselling service during these years would require manual analysis of each file. Due to the volume of files over these 2 years the costs of manual analysis would be in excess of £450</p>	
20/055			
	Your Request	LJMU Response	

	<p>1. How many litres of glyphosate were used by the University's estates team (or any relevant contractors) across your institution's estates in each of the following years? Please give me a total for each calendar year.</p> <p>a. 2019 b. 2018 c. 2017 d. 2016 e. 2015</p>	<p>LJMU staff do not use glyphosate based weed-killers.</p> <p>LJMU contracts out its landscape management via competitive tender.</p> <p>All our contractors must abide to our Environmental Management Scheme criteria, however we do not hold records of materials they may use.</p>	
20/056	<p>Your Request</p> <p>In each of the financial years from 1998-99 to 2018-19 how much has your institution spent on advertising and marketing of undergraduate degrees? This should exclude open days and publication costs if possible.</p> <p>If possible please break down this spending by different types of advertising and marketing:</p> <ul style="list-style-type: none"> -Print -Traditional media -Social media -Search engine -Direct advertising 	<p>LJMU Response</p> <p>We are not going to provide the value of our marketing spend and the trends over recent years because this is likely to prejudice our commercial interests. This is due to the competitive nature of the Higher Education sector. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.</p>	
20/057	<p>Your Request</p>	<p>Our Response</p>	

	<p>a) the number of EU students enrolled at your University for each academic year 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020.</p>	<p>The number of students enrolled at LJMU who are domicile in an EU country (Excluding the UK) during the past 5 academic years. These are students enrolled in courses of any level of study including foundation years and postgraduate study.</p> <table border="1" data-bbox="996 486 1624 606"> <thead> <tr> <th>2015/16</th> <th>2016/17</th> <th>2017/18</th> <th>2018/19</th> <th>2019/20</th> </tr> </thead> <tbody> <tr> <td>322</td> <td>400</td> <td>419</td> <td>471</td> <td>601</td> </tr> </tbody> </table>	2015/16	2016/17	2017/18	2018/19	2019/20	322	400	419	471	601	
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	<p>b) if possible - the number of EU students having their tuition fees paid by Student Loans Company each academic year 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020.</p>	<p>The number of students enrolled at LJMU who are domicile in an EU country (Excluding the UK) during the past 5 academic years who our records show are funded to some extent by the Student Loans Company. These are students enrolled in courses of any level of study including foundation years and postgraduate study.</p> <table border="1" data-bbox="996 917 1624 1037"> <thead> <tr> <th>2015/16</th> <th>2016/17</th> <th>2017/18</th> <th>2018/19</th> <th>2019/20</th> </tr> </thead> <tbody> <tr> <td>95</td> <td>106</td> <td>136</td> <td>145</td> <td>179</td> </tr> </tbody> </table>	2015/16	2016/17	2017/18	2018/19	2019/20	95	106	136	145	179	
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	<p>② The academic departments that have had student and staff exchanges with Chinese universities, and the number of students and staffs who have visited China in terms of the exchanges</p>	<p>request costing in excess of this should be refused. Unfortunately, neither the University's Finance or Research and Innovations Service do not record the information you require in a reportable format.</p>							
	<p>③ The amount and nature of research papers funded directly or indirectly by Chinese public authorities, companies or institutions</p>	<p>To identify papers funded directly or indirectly by Chinese public authorities, companies or institutions would require manual analysis of each paper and its funding sources. Due to the volume of paper over the 5 years you have requested the costs of manual analysis would be in excess of £450.</p>							
	<p>④ The number of Chinese students in undergraduate and postgraduate courses, and the total amount of tuition fee they have paid</p>								
	<p>⑤ (If the Confucius Institute is embedded within your university) The Confucius Institute's annual budget from Hanban, the agency of the Chinese government's Ministry of Education</p>	<p>There are no branches of the Confucius Institute associated with LJMU.</p>							
<p>20/060</p>	<table border="1"> <thead> <tr> <th data-bbox="324 893 985 933">Your Request</th> <th data-bbox="985 893 1635 933">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 933 985 1204"> <ul style="list-style-type: none"> - Could you please tell me whether in the last admissions round (i.e. for courses which started in autumn 2019) your university offered any financial or non-financial incentives or inducements to students in exchange for accepting offers? </td> <td data-bbox="985 933 1635 1204"> <p>LJMU did not specifically offer incentives or inducements to applicants that were conditional on them accepting an offer in the year 2019-20. Financial support is available to students who require it however it is not connected to the conditions of the offer.</p> </td> </tr> <tr> <td data-bbox="324 1204 985 1375"> <ul style="list-style-type: none"> - If so what form did these incentives take? If they were financial, please provide the value these went up to. If they were non-financial, please provide details (e.g. if some students received </td> <td data-bbox="985 1204 1635 1375"> <p>Details of financial support that has been available in previous years can be found on the Office for Students (OfS) Website in the LJMU Access and participation plan 2019-20</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<ul style="list-style-type: none"> - Could you please tell me whether in the last admissions round (i.e. for courses which started in autumn 2019) your university offered any financial or non-financial incentives or inducements to students in exchange for accepting offers? 	<p>LJMU did not specifically offer incentives or inducements to applicants that were conditional on them accepting an offer in the year 2019-20. Financial support is available to students who require it however it is not connected to the conditions of the offer.</p>	<ul style="list-style-type: none"> - If so what form did these incentives take? If they were financial, please provide the value these went up to. If they were non-financial, please provide details (e.g. if some students received 	<p>Details of financial support that has been available in previous years can be found on the Office for Students (OfS) Website in the LJMU Access and participation plan 2019-20</p>		
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	<p>items like laptops or tablets, please provide information about this).</p>	<p>All students who applied to LJMU in 2019-20 were guaranteed a room in one of our Partner Accommodation provider's halls of residence if they required it.</p> <p>All LJMU alumni are eligible for a discount on tuition fees if they enrol on certain post-graduate courses however there are no further conditions applied in regards to the acceptance of the offer.</p>	
	<ul style="list-style-type: none"> - How many of these incentives did students receive? If possible, please provide a breakdown of the different types of incentives which went to students. 	<p>LJMU did not specifically offer incentives or inducements to applicants that were conditional on them accepting an offer in the year 2019-20. Details of Financial support paid to students in the year 2017-18 can be found on the OfS website in their monitoring data.</p>	
	<ul style="list-style-type: none"> - Did your university offer incentives to students who received places via clearing? If so, please provide details on the number of students who received incentives, the type of incentive (financial, non-financial - with details) and the maximum value of any financial incentives. 	<p>All students who applied to LJMU in 2019-20 were guaranteed a room in one of our Partner Accommodation provider's halls of residence if they required it.</p>	
	<ul style="list-style-type: none"> • Did your university attach any conditions to receipt of these incentives? If so, please provide details (this query applies to both non-clearing and clearing). 	<p>LJMU did not specifically offer incentives or inducements to applicants that were conditional on them accepting an offer in the year 2019-20.</p>	

	<ul style="list-style-type: none"> • Could you also tell me whether in the current admissions round (i.e. for courses due to start in autumn 2020) the university has made or plans to make any offers which have some form of incentive or inducements attached to them? If so please provide details, including of any conditions. 	<p>LJMU does not plan to specifically offer incentives or inducements to applicants that are conditional on them accepting an offer. Financial support will be available to students who require it however it is not connected to the conditions of the offer. More information is published on the OfS website in our Access and Participation Plan 2020-21</p>													
20/061	<table border="1"> <thead> <tr> <th data-bbox="331 587 987 627">Your Request</th> <th data-bbox="987 587 1637 627">Our Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 627 987 699">How many students are enrolled in the Faculty of Engineering and Technology (FET)?</td> <td data-bbox="987 627 1637 699">All numbers for students fully enrolled as of 12th March 2020 on the 2019/20 term</td> </tr> <tr> <td data-bbox="331 699 987 762">Foundation</td> <td data-bbox="987 699 1637 762">148 (these are students studying the foundation year part of the undergraduate degree)</td> </tr> <tr> <td data-bbox="331 762 987 938">Undergraduate</td> <td data-bbox="987 762 1637 938">3862 (these are all other undergraduate level students who are not studying the foundation year. These will be a mix of first degrees, HNCs, Foundation Degrees, Cert HEs, Exchange IN students and Dip HEs)</td> </tr> <tr> <td data-bbox="331 938 987 970">Masters</td> <td data-bbox="987 938 1637 970">440</td> </tr> <tr> <td data-bbox="331 970 987 1074">PHD</td> <td data-bbox="987 970 1637 1074">185 PHD students (please note there are also 4 research students undertaking the MPhil rather than the PHD)</td> </tr> </tbody> </table>		Your Request	Our Response	How many students are enrolled in the Faculty of Engineering and Technology (FET)?	All numbers for students fully enrolled as of 12 th March 2020 on the 2019/20 term	Foundation	148 (these are students studying the foundation year part of the undergraduate degree)	Undergraduate	3862 (these are all other undergraduate level students who are not studying the foundation year. These will be a mix of first degrees, HNCs, Foundation Degrees, Cert HEs, Exchange IN students and Dip HEs)	Masters	440	PHD	185 PHD students (please note there are also 4 research students undertaking the MPhil rather than the PHD)	
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	<p>Please provide the name of any external company that provides academic robes for graduating students at your university and the cost of such robing. Please also provide the percentage of commission that the university receives on purchases of such academic robes.</p>	<p>Details of our current gown provider and the costs of garment hire can be found on our website: https://www.ljmu.ac.uk/students/graduation/gown-hire-photography-and-video</p> <p>We will not be providing details of our contract for these services. This is because the disclosure is likely to cause prejudice to our ability to achieve value for money when re-negotiating the contract. We have considered the issues and come to the conclusion that the public interest is in favour of withholding the figures under s.43 (2) of the FOIA.</p>							
20/063	<table border="1"> <thead> <tr> <th data-bbox="331 820 987 858">Your Request</th> <th data-bbox="987 820 1637 858">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 858 987 932"> <p><i>Stalking within Universities</i></p> </td> <td data-bbox="987 858 1637 932"></td> </tr> <tr> <td data-bbox="331 932 987 1374"> <p>1. May you please provide the number of reported allegations of stalking made by students against fellow students. Please provide the figures per year within the following calendar years: 2019, 2018 and 2017</p> </td> <td data-bbox="987 932 1637 1374"> <p>To avoid personal details of individuals being inferred from information we provide we can not provide the numbers of such cases for individual years.</p> <p>This is because to do so would be in breach of the principles of the GDPR and therefore the information is exempted from disclosure under s.40(2) of the FOIA.</p> <p>We can confirm that we have records of 4 such cases being reported to our Student</p> </td> </tr> </tbody> </table>		Your Request	LJMU Response	<p><i>Stalking within Universities</i></p>		<p>1. May you please provide the number of reported allegations of stalking made by students against fellow students. Please provide the figures per year within the following calendar years: 2019, 2018 and 2017</p>	<p>To avoid personal details of individuals being inferred from information we provide we can not provide the numbers of such cases for individual years.</p> <p>This is because to do so would be in breach of the principles of the GDPR and therefore the information is exempted from disclosure under s.40(2) of the FOIA.</p> <p>We can confirm that we have records of 4 such cases being reported to our Student</p>	
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		Governance team across the academic years 2016/17, 2017/18, 2018/19	
	2. May you please provide the number of reported allegations of stalking made by students against members of university staff. Please provide the figures per year within the following calendar years: 2019,2018 and 2017	We can confirm that we have records of 0 such cases being reported to our Student Governance team across the academic years 2016/17, 2017/18, 2018/19	
	3. May you please provide the number of reported allegations of stalking made by members of university staff against other members of staff . Please provide the figures per year within the following calendar years: 2019,2018 and 2017	We can confirm that we have records of 0 such cases being reported to our HR team across the academic years 2016/17, 2017/18, 2018/19	
	4. May you please provide the number of reported allegations of stalking made by members of university staff regarding students . Please provide the figures per year within the following calendar years: 2019, 2018 and 2017	We can confirm that we have records of 0 such cases being reported to our HR or Student Governance teams across the academic years 2016/17, 2017/18, 2018/19	
	<p><i>Disciplinary action following allegations</i></p> <p>In each instance, please outline the outcome of each allegation - ie expulsion, written warnings, no action taken</p>	<p>To avoid personal details of individuals being inferred from information we provide we cannot provide the details of disciplinary action taken in any individual years.</p> <p>This is because to do so would be in breach of the principles of the GDPR and therefore the</p>	

		<p>information is exempted from disclosure under s.40(2) of the FOIA.</p> <p>The 4 cases of complaints by students against students resulted in the issuing of final warnings, undertakings and of grade 1 warnings.</p> <p>Section 11 of or Student Code of Behaviour and Student Disciplinary Procedures are available at provides details of the possible sanctions and the circumstances in which they might be imposed. This can be viewed on our website: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p>	
	<p>NOTE: If it is not possible under data protection laws to provide a breakdown per year, may you please provide the total number of figures within the three year period.</p> <p>NOTE: If it is not possible to provide any of the data per calendar year please provide the data per academic year</p> <p>Legal definitions for clarity:</p>		

	<ul style="list-style-type: none"> · CPS defines stalking under the category "stalking and harassment". It is described as "repeated and unwanted by the victim and which causes the victim alarm or distress". · In many circumstances, cases of stalking and harassment will come within the definition of 'domestic violence'. · Types of behaviour outlined by the CPS includes: following a person, contacting, or attempting to contact, a person by any means, publishing any statement or other material relating or purporting to relate to a person, or purporting to originate from a person, monitoring the use by a person of the internet, email or any other form of electronic communication, loitering in any place (whether public or private), interfering with any property in the possession of a person, watching or spying on a person <p><i>LINK: https://www.cps.gov.uk/legal-guidance/stalking-and-harassment</i></p> <p>If you believe the contents of any such files are exempt from disclosure, please provide summaries of any such exempt files.</p>		
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	6. Does the University promote itself & its courses via Social Media channels? If yes, which channels?	Yes. We use Facebook, YouTube, Instagram, Soundcloud, Twitter and LinkedIn.				
	7. Who is responsible for ensuring regulatory compliance within the University?	The Vice-Chancellor, Professor Ian Campbell				
	8. Have any students initiated a complaint of any form about failure to provide the course content or the quality of that content advertised by the University as an inducement to attend the University? If yes, how many students?	No				
	9. If any students have complained, have they taken the matter to either the regulator or through any legal process?	n/a				
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		Received in total and by those who identify as being of BME (non-white) ethnicity.						
		Administrative Roles		Managerial Roles		Technical Roles		Total
	1. The number of Administrative/Professional Services/Management roles (non-teaching) only that your University have advertised in the last four years (between 1 March 2016 and 29 February 2020) starting at Grade 8 and above or your equivalent, dependent on structure (or with a salary of £40,000 pa and above) and whether they were permanent or temporary roles.	21		47		27		95
	2. Of the roles specified in 1 above , how many applications were received for each role, and in particular, how many people identified as BME (or non-White) individuals?	Administrative Total	Administrative BME	Managerial Total	Managerial BME	Technical Total	Technical BME	Total

	3. How many applicants specified in 2 above were:									
	Applications received	710	103	778	130	363	76	1851		
	Shortlisted	91	7	163	22	99	19	353		
	Offered	19	1	35	6	24	3	78		
	Hired	19	1	35	5	20	3	74		
20/066	<p>Your Request</p> <p>1. The subsidies provided by the university, to external bus companies operating university bus routes, for the last 5 complete academic years (2014/15 to 2018/19), broken down by the following where possible:</p> <ul style="list-style-type: none"> o Student travel o University staff travel o Any other subsidy provided <p>If the breakdown is not possible, a single subsidy figure for each academic year would be acceptable.</p> <p>2. The expenditure on, and income from, any university provided bus services, including</p>		<p>LJMU Response</p> <p>LJMU does not held any data within the scope of your request. LJMU has not provided, or subsidised any bus or minibus services within the past 5 years.</p>							

	<p>shuttle buses, for the last 5 complete academic years (2014/15 to 2018/19), broken down by the following where possible:</p> <ul style="list-style-type: none"> o Student travel o University staff travel o Bus staff salary o Equipment costs, covering vehicles and facilities o Any other operating costs <p>If the breakdown is not possible, a single expenditure and single income figure for each academic year would be acceptable.</p> <p>3. The number of complaints received by the university regarding university bus services, for the last 5 complete academic years (2014/15 to 2018/19).</p> <p>If the data is collected in financial years, rather than academic years, please do provide the information in this format, for the last 5 financial years (including 2018-19 if possible), making it clear which format has been used.</p>																							
20/067	<table border="1"> <thead> <tr> <th data-bbox="324 1061 985 1101">Your Request</th> <th colspan="2" data-bbox="985 1061 1635 1101">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1101 985 1173">Average number of researchers employed for each of the academic years specified below:</td> <td data-bbox="985 1101 1355 1141">2015/16</td> <td data-bbox="1355 1101 1635 1141">121</td> </tr> <tr> <td data-bbox="324 1173 985 1204">2015/16</td> <td data-bbox="985 1141 1355 1173">2016/17</td> <td data-bbox="1355 1141 1635 1173">110</td> </tr> <tr> <td data-bbox="324 1204 985 1236">2016/17</td> <td data-bbox="985 1173 1355 1204">2017/18</td> <td data-bbox="1355 1173 1635 1204">106</td> </tr> <tr> <td data-bbox="324 1236 985 1268">2017/18</td> <td data-bbox="985 1204 1355 1300"></td> <td data-bbox="1355 1204 1635 1300"></td> </tr> <tr> <td data-bbox="324 1268 985 1300">2018/19</td> <td data-bbox="985 1300 1355 1340">2018/19</td> <td data-bbox="1355 1300 1635 1340">122</td> </tr> <tr> <td data-bbox="324 1300 985 1340">The term Researcher refers to all staff employed</td> <td data-bbox="985 1340 1355 1340"></td> <td data-bbox="1355 1340 1635 1340"></td> </tr> </tbody> </table>	Your Request	LJMU Response		Average number of researchers employed for each of the academic years specified below:	2015/16	121	2015/16	2016/17	110	2016/17	2017/18	106	2017/18			2018/19	2018/19	122	The term Researcher refers to all staff employed				
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	2016/17	33%	
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	2016/17	63%	
	2017/18	44%	
	2018/19	33%	
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	2016/17	36%	
	2017/18	26%	
	2018/19	23%	
% of Researchers who were non-voluntary leavers (redundancy, dismissal, etc.) for each of the academic years specified below	2015/16	63%	
	2016/17	64%	
	2017/18	74%	
	2018/19	78%	
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Would you please be able to tell me, at the time of answering, how many employees have been granted leave and whose salaries are 80%	As of the date of drafting - 14 th April 2020 – zero staff at LJMU have been asked to take leave funded by the Government's Coronavirus										

	<p>recoverable from the governments Coronavirus Job Retention Scheme?</p> <p>Could you also provide me with the monthly (or 4-weekly) recoverable amount, from the Government? (i.e. how much money would you be able to reclaim, per month, based on the below description?).</p> <p>"Employers can use a portal to claim for 80% of furloughed employees' (employees on a leave of absence) usual monthly wage costs, up to £2,500 a month, plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on that wage. Employers can use this scheme anytime during this period."</p>	<p>Job Retention Scheme (commonly referred to as on 'furlough').</p>															
20/071	<table border="1"> <thead> <tr> <th data-bbox="324 893 985 933">Your Request</th> <th data-bbox="985 893 1635 933">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 933 985 997">How many staff are paid by your University more than £250,000?</td> <td data-bbox="985 933 1635 997">0</td> </tr> <tr> <td data-bbox="324 997 985 1061">How many staff are paid by your University between £150,000 and £249,999.99?</td> <td data-bbox="985 997 1635 1061">2</td> </tr> <tr> <td data-bbox="324 1061 985 1125">How many staff are paid by your University between £100,000 and £149,999.99?</td> <td data-bbox="985 1061 1635 1125">15</td> </tr> <tr> <td data-bbox="324 1125 985 1189">How many staff are paid by your University between £90,000 and £99,999.99?</td> <td data-bbox="985 1125 1635 1189">8</td> </tr> <tr> <td data-bbox="324 1189 985 1252">How many staff are paid by your University between £80,000 and £89,999.99?</td> <td data-bbox="985 1189 1635 1252">19</td> </tr> <tr> <td data-bbox="324 1252 985 1348">How many staff are paid by your University between £70,000 and £79,999.99?</td> <td data-bbox="985 1252 1635 1348">55</td> </tr> </tbody> </table>			Your Request	LJMU Response	How many staff are paid by your University more than £250,000?	0	How many staff are paid by your University between £150,000 and £249,999.99?	2	How many staff are paid by your University between £100,000 and £149,999.99?	15	How many staff are paid by your University between £90,000 and £99,999.99?	8	How many staff are paid by your University between £80,000 and £89,999.99?	19	How many staff are paid by your University between £70,000 and £79,999.99?	55
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20/072																	

	Your Request	LJMU Response							
	(i) A list of companies in which the university directly holds shares.	This information can be found within our 2018/19 Financial Statements, at Notes 14-16 These are published on our website at the following address. https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements							
	(ii) A list of the various funds, trackers and pools in which the university invests - both the name of each fund, and the manager who deals with it on the university's behalf?	LJMU does not currently hold investments in funds, trackers and pools.							
	(iii) A list of companies invested in by the funds, trackers and pools you hold funds in. Understanding that shares held indirectly fluctuate frequently, simply the latest information you already have on this will be fine.	LJMU does not currently hold investments in funds, trackers and pools.							
	(iv) total value of the university's investment portfolio.	This Information can be found within our 2018/19 Financial Statements, at Notes 14-16. These are published on our website at the following address. https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements							
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	2. Which kind of system do you have? ANPR? Pay & Display? Take a ticket & pay on exit etc.	Permit system for those eligible for limited parking.						
	3. What date did the contract for the system start?	N/A						
	4. What date is the contract for the system due to end?	N/A						
	5. Does your parking solution have a mobile app, if so what is it?	N/A						
	6. How many parking spaces do you have on campus?	677						
	7. What is the total revenue of your parking operations, for each the last 3 financial years?	Approximately £250k matched to costs. It does not generate income.						
20/075	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Please provide as much detail as possible in order to help locate the information. See notes below to help clarify your request for information. Proof requests showing that a student is a full-time student for Council Tax Disregard Discount</td> <td></td> </tr> <tr> <td>1) - Please advise, for the years commencing 1st April 2017, 2018 and</td> <td>Records of individual requests not retained before September 2018.</td> </tr> </tbody> </table>	Your Request	LJMU Response	Please provide as much detail as possible in order to help locate the information. See notes below to help clarify your request for information. Proof requests showing that a student is a full-time student for Council Tax Disregard Discount		1) - Please advise, for the years commencing 1st April 2017, 2018 and	Records of individual requests not retained before September 2018.	
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<p>2019, how many students have requested a certificate to provide to their local authority for council tax purposes.</p>	<p>09/18 – 03/19 2255 certificates requested 04/19 – 03/20 3427 certificates requested</p>												
<p>2) - Please advise, for the years commencing 1st April 2017, 2018 and 2019, how many enquiries were made by local authorities regarding individual students to confirm that they are full time students.</p>	<p>No data held, we do not keep a record of the number of these requests received.</p>												
<p>3) - Please advise, for the years commencing 1st April 2017, 2018 and 2019, what electronic or digital methods exist between the University and Local Authorities to provide this information, for examples, the ability of the local authority to look up claiming students directly or a data feed to local authorities of full time students on a regular basis.</p>	<p>Reports are provided 3 times per academic year to each of 6 local authorities in the Greater Merseyside area: Liverpool Sefton Wirral St Helens Cheshire West and Chester Halton</p>												
<p>Student Requests for Transcripts or Certificates</p> <p>4) Please advise, for the academic years commencing 1st August 2016, 2017 and 2018, how many individual requests were received from students for a copy of their: a) - academic transcript b) - award certificate for any purpose.</p>	<p>The table below contains the number of such requests received through our online shop function. We do not hold records for requests received through other channels.</p> <table border="1" data-bbox="931 1102 1599 1369"> <thead> <tr> <th>Academic Finance year:</th> <th>2016/17</th> <th>2017/18</th> <th>2018/19</th> </tr> </thead> <tbody> <tr> <td>a) Replacement Transcript Requests:</td> <td>586</td> <td>543</td> <td>600</td> </tr> <tr> <td>b) Replacement Certificate Requests:</td> <td>332</td> <td>345</td> <td>323</td> </tr> </tbody> </table>	Academic Finance year:	2016/17	2017/18	2018/19	a) Replacement Transcript Requests:	586	543	600	b) Replacement Certificate Requests:	332	345	323
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	5) - For the numbers responded to in question 4, please say how the documents were supplied:	Requests received through our online shop are responded to via email.							
	a) - physically on paper issued by post or collected by hand								
	b) - electronically via email or on media such as USB, CD or similar								
	c) - via a third-party digital service such as Digitary								
	d) - Other (in which case please say how).								
20/076	<table border="1"> <thead> <tr> <th data-bbox="324 762 862 837">Your Request</th> <th data-bbox="862 762 1635 837">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 837 862 1177">1. Please provide a list of Undergraduate and Taught Postgraduate modules at your institution which include or reference "Education Policy" as part of courses in Initial Teacher Education or Education Studies (this list is not exhaustive) programs.</td> <td data-bbox="862 837 1635 1177">Please see the data in Annex 1</td> </tr> <tr> <td data-bbox="324 1177 862 1380">2. Please specify which Undergraduate or Postgraduate programmes include the relevant module(s), and whether the module(s) are a core/mandatory or optional component.</td> <td data-bbox="862 1177 1635 1380">FNDEDU- modules on BA Education Studies with Foundation Year, BA Education Studies and Early Years with Foundation Year, BA Education Studies and Special Educational Needs with Foundation Year, BA Early Childhood Studies with Foundation Year</td> </tr> </tbody> </table>		Your Request	LJMU Response	1. Please provide a list of Undergraduate and Taught Postgraduate modules at your institution which include or reference "Education Policy" as part of courses in Initial Teacher Education or Education Studies (this list is not exhaustive) programs.	Please see the data in Annex 1	2. Please specify which Undergraduate or Postgraduate programmes include the relevant module(s), and whether the module(s) are a core/mandatory or optional component.	FNDEDU- modules on BA Education Studies with Foundation Year, BA Education Studies and Early Years with Foundation Year, BA Education Studies and Special Educational Needs with Foundation Year, BA Early Childhood Studies with Foundation Year	
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		<p>The figures for question 2. are the number of students each year who receive a diagnosis of Dyslexia following a referral to our Student Advice and Wellbeing Team and a test, conducted during each academic year.</p>				
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	<ul style="list-style-type: none"> -IT Hardware/Software. -IT Support. -IT Services and communication. <ol style="list-style-type: none"> 2. If so who are the suppliers/resellers used and what has the spend been with them in the last 6 months? 3. Who are the contacts/procurement in the University to speak with in order to get added as an IT supplier to the University? 4. Who are the IT managers in the University in place and there contact details? 	<p>document can be found on the FOI page of our website:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information</p> <p>This document is due to be updated each year and a 2020 document will be available shortly.</p>																										
20/080	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th style="width: 40%;">Your Request</th> <th colspan="3">LJMU Response</th> </tr> </thead> <tbody> <tr> <td>For each of the last three academic years (2016/2017, 2017/2018 and 2018/2019) –</td> <td colspan="3"></td> </tr> <tr> <td>1. What was the total student headcount?</td> <td colspan="3"> Total students (undergraduate and postgrad) enrolled at LJMU at the start of each academic year. <table border="1" style="margin: 5px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">2016/17</th> <th style="padding: 2px;">2017/18</th> <th style="padding: 2px;">2018/19</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">7</td> <td style="padding: 2px;">8</td> <td style="padding: 2px;">9</td> </tr> <tr> <td style="padding: 2px;">22446</td> <td style="padding: 2px;">23228</td> <td style="padding: 2px;">24031</td> </tr> </tbody> </table> </td> </tr> <tr> <td>2. What number of students declared to the University as LGBTQ+?</td> <td colspan="3"> Total students (undergraduate and postgrad) enrolled at LJMU at the start of each academic year, who self-identify as LGBTQ+ in equality and diversity questionnaires. </td> </tr> </tbody> </table>			Your Request	LJMU Response			For each of the last three academic years (2016/2017, 2017/2018 and 2018/2019) –				1. What was the total student headcount?	Total students (undergraduate and postgrad) enrolled at LJMU at the start of each academic year. <table border="1" style="margin: 5px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">2016/17</th> <th style="padding: 2px;">2017/18</th> <th style="padding: 2px;">2018/19</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">7</td> <td style="padding: 2px;">8</td> <td style="padding: 2px;">9</td> </tr> <tr> <td style="padding: 2px;">22446</td> <td style="padding: 2px;">23228</td> <td style="padding: 2px;">24031</td> </tr> </tbody> </table>			2016/17	2017/18	2018/19	7	8	9	22446	23228	24031	2. What number of students declared to the University as LGBTQ+?	Total students (undergraduate and postgrad) enrolled at LJMU at the start of each academic year, who self-identify as LGBTQ+ in equality and diversity questionnaires.		
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		2016/1 7	2017/1 8	2018/1 9	
		1053	1208	1428	
3. What number of LGBTQ+ students withdrew from the University?	Total students (undergraduate and postgrad) who enrolled but did not complete the year of study, who self-identify as LGBTQ+ in equality and diversity questionnaires.	31	49	50	
4. What was the total number of all students that withdrew from the University?	Total students (undergraduate and postgrad) who enrolled but did not complete the year of study.	721	687	755	
5. What were the outcomes of declared LGBTQ+ students in terms of degree classification?	Degree classification of students who completed an undergraduate program at LJMU in each academic year, who self-identify as LGBTQ+ in equality and diversity questionnaires.				
		First	62	62	50
		2:1	111	110	118
		2:2	51	52	60
		Third	8	4	4
		Pass - Fallback	1	0	0

		Pass - Ordinary	0	1	0	
	6. What were the outcomes of all students in terms of degree classification?	Degree classification of all students who completed an undergraduate program at LJMU in each academic year.				
			2016/17	2017/18	2018/19	
		First	1178	1195	1091	
		2:1	2357	2306	2044	
		2:2	953	1008	943	
		Third	139	169	143	
		Pass - Fallback	38	33	18	
		Pass - Ordinary	0	4	3	
20/081	Your Request		LJMU Response			
	I am writing you to find out the policy and the positioning of John Moores University and the faculty of Science as it pertains to offering post-doctorate and fellowship opportunities to people engaging in sexual relation with members of the faculty to which they are applying.		LJMU's Code of Conduct at s.16 discusses conflict of interest, including making it clear that "It is the responsibility of each member of staff to disclose to their line manager details of situations that may give rise to an actual, potential or perceived conflict of interest." Faculty staff who had declared such an interest with an individual would not normally be part of any decision-making process involving that individual.			
20/082						

Your Request		LJMU Response	
QUESTIONS		YES	NO
Please state your official university name:	Liverpool John Moores University		
and UKPRN (UK Provider Reference Number):	10003957		
1. Does your university gather information about the number of hours your students spend in paid employment (including evenings and weekends) during term-time?			
a) If YES, do you have this information on individual students?			x
b) or is this carried out by a representative survey of students?			
2. Does your university gather information that links the number of hours students spend in term-time paid employment to attainment?			
a) If YES, do you have information on individual students?			x
b) or is this carried out by a representative survey of students?			
3. Has your university gathered information about the hours of student paid employment since the COVID-19 lockdown?			
a) If YES, do you have information about individual students who are in financial difficulty due to loss of income from their employment?			x
b) or is this this information gathered from a representative survey?			
4. Does your university have a student hardship fund?			
		x	

a) If YES, has there been an increase in the number of students, above the number normally expected, requesting hardship support since the COVID-19 lockdown?	x	
5. Has your university increased student hardship fund provision, or instigated specific new hardship fund provision, since the COVID-19 lockdown?	x	
6. Has your university made plans, or is in the process of making plans, to increase financial support for students in hardship during the coming 2020/2021 academic year?		x
7. Has your university taken any other measures in this academic year to assist students in hardship since the COVID-19 lockdown?		x
If YES, please indicate which of these measures have been taken		
a) Suspension of accommodation rent payments for those still on campus.		
b) Suspension of accommodation rent payments for those who have returned home.		
c) Offered IT and/or computer/laptop support for students in hardship.		
Please indicate below what other measures you have taken, or plan to take, to assist students in hardship since the COVID-19 lockdown.		
<p>Comments here:</p> <p>Plans for the student hardship fund have not yet been finalised for next year. This is currently in progress. LJMU does not own any student accommodation. A number of accommodation providers in the private sector have confirmed full or partial refunds for students</p>		

	<p>who are no longer living in their accommodation. More details can be found on our website https://www.ljmu.ac.uk/~media/files/ljmu/about-us/news/covid19-student-faqs_accommodation.pdf?la=en</p>					
20/083	<table border="1"> <thead> <tr> <th data-bbox="324 502 985 550">Your Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 550 985 885"> <p>Can you publish the results of the review on the use of Ecosia at the university including data on how many trees were planted?</p> </td> </tr> </tbody> </table>	Your Request	<p>Can you publish the results of the review on the use of Ecosia at the university including data on how many trees were planted?</p>	<table border="1"> <thead> <tr> <th data-bbox="985 502 2029 550">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="985 550 2029 885"> <p>LJMU trailed the use of Ecosia as the default search engine on our networked machines in support of John Moores Student Union's Sustainability Week. During the week from 3rd February 2020, 123,255 searches were recorded through Ecosia by our networked machines which we are told will finance the planting of 4,602 trees. A full review of the trial is scheduled for later in 2020.</p> </td> </tr> </tbody> </table>	LJMU Response	<p>LJMU trailed the use of Ecosia as the default search engine on our networked machines in support of John Moores Student Union's Sustainability Week. During the week from 3rd February 2020, 123,255 searches were recorded through Ecosia by our networked machines which we are told will finance the planting of 4,602 trees. A full review of the trial is scheduled for later in 2020.</p>
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20/085	<p>2. ICT Org Chart- A visual document that present the structure of the IT department, please include name and job titles. If this can't be sent please work towards a</p>	<p>This information is published annually by LJMU. The document can be found in the Information relating to IT Provision and Use document on the LJMU website: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information</p>	
	<p>3. ICT Annual or Business Plan- Similar to the ICT strategy but is more annually focused.</p>	<p>The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. We operate in a competitive sector and to be able to offer the best education to our students we need to ensure that our competition does not know our direction of travel. This detail may also limit our ability to achieve value for money in future procurement. Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.</p>	
	<p>4. ICT Capital Programme/budget- A document that shows financials budget on current and future projects.</p>	<p>The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. We operate in a competitive sector and to be able to offer the best education to our students we need to ensure that our competition does not know our direction of travel. This detail may also limit our ability to achieve value for money in future procurement. Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.</p>	

Your Request	LJMU Response
<p>1) Please could you reveal how many student suicides, or suspected suicides, at your university have occurred since 1st March 2020. Please indicate if they were staying in university accommodation at the time, if possible.</p>	<p>Since the 1st March 2020 the university has not been informed by a coroner of any of our student's deaths being ruled as a suicide.</p>
<p>2) Please could you provide information on how many students have reached out to the university mental health services for support since 1st March 2020.</p>	<p>148 individual case interactions have taken place between 1st March 2020 and 26th May 2020.</p> <p>Individual case interactions are records of contact between an individual student and a member of our Counselling or Mental Health Teams.</p>
<p>3) Please could you provide information on how many students reached out to the university mental health services for support during the same time period as you are able to provide for (2) for the years 2019 and 2018.</p>	<p>209 individual case interactions are recorded as having taken place between 1st March 2018 and 26th May 2018.</p> <p>304 individual case interactions are recorded as having taken place between 1st March 2019 and 26th May 2019.</p> <p>Individual case interactions are records of contact between an individual student and a member of our Counselling or Mental Health Teams.</p>
<p>4) Please could you provide information on how many student suicides, or suspected suicides, at your university</p>	<p>The University is aware of the death of female student in the 2016/2017 academic year that was reported as a suicide.</p>

	<p>have occurred over the last 5 years. Please break up these numbers by individual years.</p>	<p>I can confirm that before the 2017/18 academic year the cause of death of students was not formally recorded by the university.</p> <p>Since the start of the 2017/2018 academic year the university has not been informed by a coroner of any of our student's deaths being ruled as a suicide.</p>	
	<p>5) Please could you provide information on how your university is providing mental health support to students during the COVID-19 outbreak.</p>	<p>Along with organisations up and down the country, we have adapted to challenges presented by the coronavirus crisis. In particular, we have been focused on supporting our current students and those who plan to join us later this year with any mental health and wellbeing concerns.</p> <p>We have been updating our students and staff on our plans for the next academic year (2020/21) and offering support and help to anyone who may feel particularly vulnerable or concerned. We are working to reassure everyone at LJMU about the measures we are putting in place to protect and support all of our staff and students. During Mental Health Awareness Week, we published daily blogs for LJMU students tackling key mental health issues and highlighted the support available dedicated teams who are on hand to support students with their mental health and wellbeing – from our Student Advice and Wellbeing team.</p> <p>We have provided counselling and mental health services through a variety of methods during this crisis, including email, telephone and remote software access. The use of LJMU endorsed apps is also</p>	

		<p>available e.g. FIKA Cope with Remote. Our student engagement team, who provide support on mental health, alongside those dealing with particular sources of stress and anxiety (including questions about accommodation and finance in the light of the crisis), have moved much of their work from face to face to online and remote working to tailor our mental health support for our students at this time.</p> <p>As well as regular email contact with all students, we have made extensive use of social media and worked with our colleagues at the John Moores Student Union (JMSU) to update students on our plans, how we are responding to the crisis and the support that we have available. The Vice-Chancellor and Registrar have used their communications with staff and students to signpost to our support services and stress our focus on health and wellbeing at this very difficult time.</p>							
20/086	<table border="1"> <thead> <tr> <th data-bbox="331 951 987 986">Your Request</th> <th data-bbox="987 951 1635 986">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 986 987 1225"> <p>My question is in regards to PhD. If we had to give a simple answer yes or no then would it be a yes or no to the questions below? I have given the answers below with my understanding so please let me know if it is right?</p> </td> <td data-bbox="987 986 1635 1225"></td> </tr> <tr> <td data-bbox="331 1225 987 1396"> <p>1) If someone is a professor then does that automatically mean they have a PhD/doctorial?</p> <p>The answer is No. It is the Dr (Doctor) title that is associated with having a PhD. One can be a</p> </td> <td data-bbox="987 1225 1635 1396"> <p>The title of professor does not denote a qualification. Clearly most professors do hold PhD or Doctorates but it is not an absolute requirement.</p> </td> </tr> </tbody> </table>		Your Request	LJMU Response	<p>My question is in regards to PhD. If we had to give a simple answer yes or no then would it be a yes or no to the questions below? I have given the answers below with my understanding so please let me know if it is right?</p>		<p>1) If someone is a professor then does that automatically mean they have a PhD/doctorial?</p> <p>The answer is No. It is the Dr (Doctor) title that is associated with having a PhD. One can be a</p>	<p>The title of professor does not denote a qualification. Clearly most professors do hold PhD or Doctorates but it is not an absolute requirement.</p>	
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	Dr but not a Professor and a Professor but not a Dr	Someone with the Dr title will have a doctorate, this may not be a PhD as not all Doctorates are PhD e.g. a DBA, EdD or medical Doctorate).	
	2) Can someone without a PhD/doctorial get the title professor (Visiting professor, honorary professor, professor, adjunct professor etc)? The answer is Yes.	Yes, it would be unlikely but possible.	
20/087	<p>Your Request</p> <p>Please can I have the following information pertaining to students affected by drugs at the University from 2014-present or nearest date.</p> <p>If you can't provide the data from 2014 please can you provide from 2015.</p> <p>Pertaining to the drugs disciplinary guide, or any similar policies at your university written and unwritten, how many students have been given:</p>	<p>LJMU Response</p> <p>The below data is taken from LJMU's records from the start of Academic Year 2014/2015 to 1st June 2020</p> <p>In this time the number of Student Disciplinary Cases relating to drug use/drug supply was 112 Cases. Of these, 70 cases were proven and received a sanction. Please note that in some cases an individual may have multiple cases open against them during their study.</p> <p>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</p>	
	Final warnings,	0	
	A £100 (or more) penalty charge	0	

Drugs Awareness Sections (and how many were charged for non-attendance),	0
Other sanctions (including referral to the police, referral to student conduct panel, etc.),	Grade 1 Warning 47 Grade 2 Warning 8 Counselled about Behaviour/Verbal Warning: 15
A notice to quit the uni accommodation,	Not Applicable – The University does not own any student accommodation
Were asked to move to a different accommodation	Not Applicable – The University does not own any student accommodation
Confiscation and/or disposal of shisha pipes,	0
Confiscation and/or disposal of other drug paraphernalia?	0
Of these students, how many were due to:	Records are held for the cases that resulted in a sanction (70). In 2 of these cases drug type is not recorded.
Class A drugs,	2
Class B drugs (not including cannabis),	0
Cannabis,	64
Nitrous Oxide (NOS),	2
Other psychoactive substances not listed above?	0
And, finally, of all of these students, how many:	
Were involved in the wellbeing service or were known to the university to have a wellbeing concern?	Of the 112 cases, 56 of the students involved have a record of contact with our Student Advice and Wellbeing Team. The Student Advice and Wellbeing team provide help,

		<p>support and advice to students at LJMU for any number of reasons including for example disability, financial hardship, caring responsibilities and mental health.</p>	
	<p>Had civil or criminal actions taken against them?</p>	<p>LJMU has records of <5 cases progressing to a police investigation. We will not provide the actual figure as this could result in personal data about an individual being inferred by those with knowledge of the matters.</p> <p>If a student received a criminal conviction and the student was required to disclose this, the matter would be considered under a separate procedure; The University Criminal Convictions Procedure.</p>	
<p>20/089</p>	<p>Your Request</p> <p>Would you kindly be able to provide a copy of the food menu from your university as I appreciate this is not always available in its entirety online.</p>	<p>LJMU Response</p> <p>We do not hold this information. LJMU's catering outlets are currently closed due to the COVID-19 pandemic. When open the menus are changed regularly and displayed on boards in the venues. We do not keep records of daily menus.</p> <p>LJMU offers hospitality catering for institutional events by prior arrangement. I do not believe this is the information you seek for your study, however, please let us know if you would like to request a copy of our hospitality information.</p>	

20/090	<p>Your Request</p> <p>I am writing to request you if I could know the number of international Nepalese students studying at LJMU at present.</p>	<p>LJMU Response</p> <p>There are currently 24 students domiciled in Nepal who are enrolled at LJMU</p>	
20/091	<p>Your Request</p> <p>How many learners do you have at the University?</p> <p>Do you use Microsoft or Google productivity software?</p> <p>What LMS/VLE do you use at the college?</p> <p>Do you have a contract and if so when was it taken out and to what date does it run to?</p> <p>What is the value of the whole contract? (GBP)</p> <p>What plagiarism software do you use at the college?</p> <p>Who is responsible for e-learning at the college?</p> <p>Do you have a digital learning strategy (please attach if possible)?</p> <p>Do you have preferred technology reseller?</p>	<p>LJMU Response</p> <p>LJMU publish information about our IT provision and use annually on our website. Please find the document on our Freedom of Information pages: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information</p>	

20/092	<table border="1"> <thead> <tr> <th data-bbox="324 319 985 375">Your Request</th> <th data-bbox="985 319 1635 375">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 375 985 837"> <p>1. Does your University have one or more of the following policies (tick the box for each one you have)</p> <p><input type="checkbox"/> Information Governance Policy <input type="checkbox"/> Information Security Policy <input type="checkbox"/> Data Protection Policy <input type="checkbox"/> Records Management Policy <input type="checkbox"/> Student Applications Policy <input type="checkbox"/> Student Admissions Policy</p> <p>Comments: (please feel free to provide further details in the box below):</p> </td> <td data-bbox="985 375 1635 837"> <p><input type="checkbox"/> Information Governance Policy <input checked="" type="checkbox"/> Information Security Policy <input checked="" type="checkbox"/> Data Protection Policy <input checked="" type="checkbox"/> Records Management Policy <input type="checkbox"/> Student Applications Policy <input checked="" type="checkbox"/> Student Admissions Policy</p> <p>LJMU also has a Freedom of Information Act Policy and Procedure for Handling Requests and a number of policies which cover our Application process</p> </td> </tr> <tr> <td data-bbox="324 837 985 1189"> <p>2. Does your admissions team have a fully documented set of procedure(s) that defines the processes used to manage your admission records</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other (please feel free to provide further details in the box below):</p> </td> <td data-bbox="985 837 1635 1189"> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other (please feel free to provide further details in the box below):</p> </td> </tr> <tr> <td data-bbox="324 1189 985 1396"> <p>3. Are there any other policies that you are aware of that also address any other aspects of the management of student records?</p> <p><input type="checkbox"/> Yes</p> </td> <td data-bbox="985 1189 1635 1396"> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please feel free to provide further details in the box below:</p> </td> </tr> </tbody> </table>			Your Request	LJMU Response	<p>1. Does your University have one or more of the following policies (tick the box for each one you have)</p> <p><input type="checkbox"/> Information Governance Policy <input type="checkbox"/> Information Security Policy <input type="checkbox"/> Data Protection Policy <input type="checkbox"/> Records Management Policy <input type="checkbox"/> Student Applications Policy <input type="checkbox"/> Student Admissions Policy</p> <p>Comments: (please feel free to provide further details in the box below):</p>	<p><input type="checkbox"/> Information Governance Policy <input checked="" type="checkbox"/> Information Security Policy <input checked="" type="checkbox"/> Data Protection Policy <input checked="" type="checkbox"/> Records Management Policy <input type="checkbox"/> Student Applications Policy <input checked="" type="checkbox"/> Student Admissions Policy</p> <p>LJMU also has a Freedom of Information Act Policy and Procedure for Handling Requests and a number of policies which cover our Application process</p>	<p>2. Does your admissions team have a fully documented set of procedure(s) that defines the processes used to manage your admission records</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other (please feel free to provide further details in the box below):</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other (please feel free to provide further details in the box below):</p>	<p>3. Are there any other policies that you are aware of that also address any other aspects of the management of student records?</p> <p><input type="checkbox"/> Yes</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please feel free to provide further details in the box below:</p>
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<input type="checkbox"/> No Please feel free to provide further details in the box below:	The Records Retention Schedule, maybe also the Academic Framework regulations Record Of Processing Activity (ROPA)	
4. Approximately, how many staff are employed in the management of student information and records on a day-to-day basis (i.e. as the bulk of their role)?	The university identifies 20 individual staff as being employed predominantly in this role	
5. Approximately, how many registrations did you receive in the last academic year (e.g. 2019/20)?	This information is available to you from the HESA (Higher Education Statistics Agency) website.	
6. Does the University hold any accreditation for Information security (e.g. ISO27001,CyberEssentials)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In preparation Please provide further details of your accreditation or any comments in the box below:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In preparation Please provide further details of your accreditation or any comments in the box below: To confirm with ITS if this is accurate answer	
THE RECORDS MANAGER ROLE 7. Does the University employ a permanent, full-time Records Manager? <input type="checkbox"/> Yes – Full Time	<input type="checkbox"/> Yes – Full Time <input type="checkbox"/> Yes – Part Time Only <input type="checkbox"/> No – No Records Manager employed at this time <input type="checkbox"/> Yes – But this role forms part of wider remit within University	

	<input type="checkbox"/> Yes – Part Time Only <input type="checkbox"/> No – No Records Manager employed at this time <input type="checkbox"/> Yes – But this role forms part of wider remit within University <input type="checkbox"/> Other (please feel free to provide further details in the box below):	<input checked="" type="checkbox"/> Other (please feel free to provide further details in the box below): Records management responsibility falls across a number of roles with LJMU	
	8. What is the relationship between the University Records Manager and the admissions team? <input type="checkbox"/> None <input type="checkbox"/> Advisory - The Records Manager provides reactive support, when requested <input type="checkbox"/> Advisory - The Records Manager provides proactive support on a regular basis <input type="checkbox"/> Directly - The Records manager is directly involved in the management of admission records <input type="checkbox"/> Other (please feel free to provide further details in the box below):	<input checked="" type="checkbox"/> None <input type="checkbox"/> Advisory - The Records Manager provides reactive support, when requested <input type="checkbox"/> Advisory - The Records Manager provides proactive support on a regular basis <input type="checkbox"/> Directly - The Records manager is directly involved in the management of admission records <input type="checkbox"/> Other (please feel free to provide further details in the box below):	
	9. Does your admissions team rely upon support from a central IT team or do you have dedicated IT staff or database administration staff within your own department? <input checked="" type="checkbox"/> Rely on central IT team <input type="checkbox"/> Dedicated IT staff in department <input type="checkbox"/> Dedicated Database Administration staff in department	<input checked="" type="checkbox"/> Rely on central IT team <input type="checkbox"/> Dedicated IT staff in department <input type="checkbox"/> Dedicated Database Administration staff in department <input type="checkbox"/> Other (please feel free to provide further details in the box below):	

	<input type="checkbox"/> Other (please feel free to provide further details in the box below):		
	SYSTEM 10. What system(s) is/are used by the University to store and process its student application/admission records?	ORACLE Student Information System (SIS)	
	11. Does the University have a dedicated document or records management system for other administrative records and if so, which one(s) e.g. MS-SharePoint, Documentum, Livelink, Box etc <input type="checkbox"/> MS-SharePoint <input type="checkbox"/> Documentum <input type="checkbox"/> Livelink <input type="checkbox"/> Box <input type="checkbox"/> Dropbox for Business <input type="checkbox"/> Other Systems (please identify any other systems used in the box below):	<input checked="" type="checkbox"/> MS-SharePoint <input type="checkbox"/> Documentum <input type="checkbox"/> Livelink <input type="checkbox"/> Box <input type="checkbox"/> Dropbox for Business <input type="checkbox"/> Other Systems (please identify any other systems used in the box below):	
	ARCHIVE 12. Does the University maintain an archive of both physical and electronic student records? <input type="checkbox"/> No – Student Records are not considered to form part of the University Archive <input type="checkbox"/> Yes – Physical Records Only <input type="checkbox"/> Yes – Electronic records Only	<input type="checkbox"/> No – Student Records are not considered to form part of the University Archive <input type="checkbox"/> Yes – Physical Records Only <input type="checkbox"/> Yes – Electronic records Only <input checked="" type="checkbox"/> Yes – Both Physical and Electronic <input type="checkbox"/> Other (please feel free to provide further details in the box below):	

<input type="checkbox"/> Yes – Both Physical and Electronic <input type="checkbox"/> Other (please feel free to provide further details in the box below):		
<p>13. Do you employ an Archivist to manage the University Archive or is this undertaken by the University Records Manager?</p> <input checked="" type="checkbox"/> Yes, we employ an archivist <input type="checkbox"/> No, role undertaken by University Records Manager <input type="checkbox"/> No, role not required <input type="checkbox"/> Other (please feel free to provide further details in the box below):	<input type="checkbox"/> Yes, we employ an archivist <input type="checkbox"/> No, role undertaken by University Records Manager <input checked="" type="checkbox"/> No, role not required <input type="checkbox"/> Other (please feel free to provide further details in the box below):	
<p>RECORDS RETENTION</p> <p>14. Do you have a University-wide records retention schedule?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (please feel free to provide further details in the box below):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (please feel free to provide further details in the box below):	
<p>15. If so, does it include student admissions records, or is their retention managed differently?</p>	<p>Yes (section C7 of our records Retention Schedule)</p>	
<p>16. Is the records disposal schedule automated or is it a manual process?</p> <input checked="" type="checkbox"/> Automated <input type="checkbox"/> Manual	<input type="checkbox"/> Automated <input checked="" type="checkbox"/> Manual <input type="checkbox"/> Other (please feel free to provide further details in the box below):	

<input type="checkbox"/> Other (please feel free to provide further details in the box below):		
<p>17. How rigorously is your retention schedule adhered to?</p> <input type="checkbox"/> Very Rigorously <input type="checkbox"/> Rigorously <input type="checkbox"/> Partially <input type="checkbox"/> Not at all <input type="checkbox"/> Other (please feel free to provide further details in the box below):	<p>This is not a request for information or records held by LJMU and therefore it is unfortunately not appropriate for it to be answered under the provisions of the FOIA.</p>	
<p>ACCESS CONTROLS and RISK</p> <p>18. Does your Admissions Team share student-related information (documents, records, or data) with other departments and third parties?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (please feel free to provide further details in the box below):	<p>This information is already available to you via the Privacy Notice section of our website https://www.ljmu.ac.uk/legal/privacy-and-cookies</p>	
<p>19. If so, how is access to such information controlled within the University?</p>	<p>Access to application records is controlled according to the provisions of our Information Security Policy.</p>	
<p>20. If so, how is access to such information controlled when distributing it externally?</p>	<p>Access to application records is controlled according to the provisions of our Information Security Policy.</p>	

	<p>21. Is there a risk management or compliance monitoring department or group within your university?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Other (please feel free to provide further details in the box below):</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Other (please feel free to provide further details in the box below):</p>	
	<p>22. If so, how frequently do they review/audit the activities of your Admissions function in relation to admission records?</p> <p><input type="checkbox"/> More than once a year <input type="checkbox"/> Annually <input type="checkbox"/> Every 1-2 years</p> <p><input type="checkbox"/> Other ((please feel free to provide further details in the box below):</p>	<p><input type="checkbox"/> More than once a year <input type="checkbox"/> Annually <input checked="" type="checkbox"/> Every 1-2 years</p> <p><input type="checkbox"/> Other ((please feel free to provide further details in the box below):</p>	
	<p>DIMPROVEMENTS</p> <p>23. If you were able to make one change to significantly improve how your University manages its Student applications/admission records, what would that improvement be?</p>	<p>This is not a request for information or records held by LJMU and therefore it is unfortunately not appropriate for it to be answered under the provisions of the FOIA.</p>	
20/093	<p>Your Request (as interpreted by LJMU)</p> <p>A copy of the 'Conditions of Approval' from the Maritime and Coast Guard Agency (MCA) pertaining to the Education and Training A+B Standards on the Overseas Collaborative Scheme (1+1) for the DipHE intake of 2017.</p>	<p>LJMU Response</p> <p>Document MSN 1856 (M+F) UK requirements for master and deck officers is available on the MCA website here: https://www.gov.uk/government/publications/msn-1856-mf-uk-requirements-for-master-and-deck-officers</p>	

		<p>Please also find at Annex one a copy of a letter of agreement between LJMU and the MCA dated 22nd November 2016 which sets out the conditions for intakes as relevant to intakes before 31st December 2019. Parts of this document have been redacted to comply with Article 40(2) of the FOAI because they contain personal data of an individual.</p>							
20/094	<table border="1"> <thead> <tr> <th data-bbox="333 587 985 651">Your Request</th> <th data-bbox="985 587 1635 651">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 651 985 1220"> <p>Please provide the following information under the FOI Act 2000, regards processing of students' social media accounts, whether routinely or based on an individual need case -- for example but not exclusively, Facebook, Twitter, Instagram, YouTube, TikTok, WhatsApp, Tumblr, Pinterest, Flickr and Medium-- by or on behalf of the University in a formal, systemic or other recognised process for investigations including for University PR or management of reputational risk purposes. (This excludes for example, one Academic looking at one student's posts for personal reasons.) Relevant time period: since January 2016.</p> </td> <td data-bbox="985 651 1635 1220"></td> </tr> <tr> <td data-bbox="333 1220 985 1393"> <p>1. Provide a copy of your University policy for your administrators or equivalent, on the monitoring or use of social media in investigations, for the purposes of the Prevent programme, including for reputational</p> </td> <td data-bbox="985 1220 1635 1393"> <p>The following relevant policies are available on our website at the following address:</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>Please provide the following information under the FOI Act 2000, regards processing of students' social media accounts, whether routinely or based on an individual need case -- for example but not exclusively, Facebook, Twitter, Instagram, YouTube, TikTok, WhatsApp, Tumblr, Pinterest, Flickr and Medium-- by or on behalf of the University in a formal, systemic or other recognised process for investigations including for University PR or management of reputational risk purposes. (This excludes for example, one Academic looking at one student's posts for personal reasons.) Relevant time period: since January 2016.</p>		<p>1. Provide a copy of your University policy for your administrators or equivalent, on the monitoring or use of social media in investigations, for the purposes of the Prevent programme, including for reputational</p>	<p>The following relevant policies are available on our website at the following address:</p>		
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	<p>management. (please confirm if you do not have one, and which do apply)</p>	<p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <ul style="list-style-type: none"> • Student Social Media Policy • Student Code of Behaviour and Disciplinary Procedures 	
	<p>2. Does your University either conduct overt (ie students are informed) and/or covert (students are not explicitly informed at the time of the surveillance) social media intelligence gathering?</p>	<p>The following relevant policies are available on our website at the following address:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <ul style="list-style-type: none"> • Student Social Media Policy • Student Code of Behaviour and Disciplinary Procedures 	
	<p>a. If yes (2), please specify whether this includes profiling individuals, conducting investigations, monitoring individuals, monitoring groups, monitoring locations, gathering intelligence, for recruitment purposes,</p>	<p>The university does not hold any data within the scope of your request.</p>	

	<p>or purposes of reputational risk, or state what it is if other.</p>		
	<p>b. If your University does conduct social media intelligence/monitoring, please specify which social media may be in scope.</p>	<p>The following relevant policies are available on our website at the following address:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <ul style="list-style-type: none"> • Student Social Media Policy • <u>Student Code of Behaviour and Disciplinary Procedures</u> 	
	<p>c. Does your University conduct social media monitoring exclusively for the purposes of the Prevent programme?</p>	<p>LJMU can neither confirm nor deny the operational scope of tasks carried out in compliance with the Prevent duty. No inference can be taken from this refusal that the information you have requested does or does not exist.</p> <p>Section 24 provides refusal of information in relation to the safeguarding of national security and allows public authorities exemption from the requirements of Section 1(1)a if confirming or denying would have an undesirable effect on national security. Section 24 is a qualified exemption and this requires the University to apply the Public Interest Test.</p>	

		<p>The University acknowledges that the public has a legitimate interest in being aware of and understanding any possible terrorist activities within Higher Education Institutions, and what actions are being taken to combat such activity. It also recognises that disclosure of the information could provide the general public with reassurances that the monitoring of criminals is conducted appropriately.</p> <p>It has, however, taken the decision to provide a neither confirm nor deny response in relation to your request, as to provide a response could indicate the effectiveness of the University's monitoring activities and prejudice any possible investigation. If a terrorist group were aware of the effectiveness of LJMU's strategy under the Prevent Duty, or that an investigation was under way, it could lead them to alter their activity and, as a result, impede any monitoring or investigation.</p>	
	<p>d. If yes, to c. if the University has conducted covert social media monitoring, for the purposes of the Prevent programme, please confirm the number of any warrants obtained in the last two years for this purpose, or police or Home Office requests to do so, if any or none.</p>	<p>N/a</p>	

	<p>3. If you conduct social media intelligence relating to social media platforms, please provide a copy of:</p> <p>a. Relevant [sections of the] privacy policy;</p> <p>b. the data protection impact assessment;</p> <p>c. privacy impact assessment;</p> <p>d. equality and human rights impact assessment;</p> <p>e. training materials for those conducting social media surveillance</p> <p>Please state if you do not have any of the above.</p>	<p>We do not conduct “social media intelligence” and do not hold any data relevant to your request</p>	
	<p>4. Please confirm whether or not your University uses software and/or hardware to conduct social network / social media monitoring and/or in relation to sentiment analysis on social media.</p>	<p>We do use software to manage our output and to monitor general content related to LJMU.</p>	
	<p>a. If yes, please state the name of the company / provider.</p>	<p>We use the following platforms</p> <ul style="list-style-type: none"> • Tweetdeck • Hootsuite 	

<p>b. If no, please state whether the University has developed internal methods to conduct automated analysis of social media / social network monitoring.</p>	<p>N/a</p>	
<p>5. Please confirm, if not stated already in the above, the policy on deletion of data obtained from social networking sites.</p>	<p>The retention of all data held by the university is governed by our Records Retention Schedule and Data Protection Policy.</p>	
<p>6. If not already set out in the guidance documents above, please explain:</p>	<p>There are no further records containing data related to this request beyond the provisions of the Student Social Media Policy.</p>	
<p>a. In what areas of the University's work social media monitoring is used (ie finance department)</p>		
<p>b. What criteria must be satisfied in order for social media monitoring to be carried out</p>		
<p>c. Who must authorise the request to conduct social media monitoring</p>		
<p>d. What is the process for conducting social media monitoring</p>		
<p>e. How long is data collected and retained?</p>		
<p>f. Is there any process for requesting deletion by the subject (person whose social media is surveilled)?</p>		

	<p>7. Please state how regularly social media monitoring is used, on what volume of individuals (ie targeted for individual situations or every students on the network) Please provide the figures as available, preferably in excel, and by month or on the available basis you have, since January 2016.</p>	<p>We do not hold any records of such monitoring of individuals.</p>			
	<p>8. Please provide the organisational name of any third party or authority to whom such information gathered has been passed on, and which information types (e.g. name, report of X) in the time period since the University has undertaken such monitoring. (For example but not only: Since January 2016 -- X number of referrals to Student disciplinary boards, X to internal student loans administration, X to external student loan administration (Student Loans Company or other), HESA, the OfS, Other universities, Police, the Home Office.) etc.</p>	<p>We do not hold any records of such monitoring of individuals.</p>			
	<p>9. If the university does monitor students' social media, please confirm if the same policy has continued and been applied since March 23, 2020 (lockdown) in the COVID-19 crisis?</p>	<p>The provisions of the Student Social Media Policy remain in force.</p>			
<p>20/095</p>	<table border="1"> <tr> <td data-bbox="324 1300 985 1374">Your Request</td> <td data-bbox="985 1300 1635 1374">LJMU Response</td> </tr> </table>		Your Request	LJMU Response	
Your Request	LJMU Response				

	Number of enrolled international enrolled Chinese students broken down by undergraduate, postgraduate taught and postgraduate research.	<table border="1"> <tr> <th>Program level</th> <th>Number of students currently enrolled at LJMU who are domiciled in the Peoples Republic of China.</th> </tr> <tr> <td>PGR</td> <td>14</td> </tr> <tr> <td>PGT</td> <td>48</td> </tr> <tr> <td>UG</td> <td>67</td> </tr> </table>	Program level	Number of students currently enrolled at LJMU who are domiciled in the Peoples Republic of China.	PGR	14	PGT	48	UG	67
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	Number of enrolled Chinese students in final year of study broken down by undergraduate, postgraduate taught and postgraduate research.	<table border="1"> <tr> <th>Program level</th> <th>Number of students currently enrolled at LJMU who are domiciled in the Peoples Republic of China, who are in the final years of their programs. (Please note most PGT programs are only a single year.)</th> </tr> <tr> <td>PGR</td> <td>3</td> </tr> <tr> <td>PGT</td> <td>47</td> </tr> <tr> <td>UG</td> <td>35</td> </tr> </table>	Program level	Number of students currently enrolled at LJMU who are domiciled in the Peoples Republic of China, who are in the final years of their programs. (Please note most PGT programs are only a single year.)	PGR	3	PGT	47	UG	35
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		owned by LJMU's private accommodation partners.	
	3. How many students studying at Liverpool John Moore's University don't live in university accommodation/halls of residence?	We do not hold this information	
	4. How many students studying at Liverpool John Moore's University live at home?	We do not hold this information.	
	5. How many students studying at Liverpool John Moore's University rent in the private sector?	We do not hold this information.	
	6. What is the capacity of university accommodation at Liverpool John Moore's University in number of students?	In the forthcoming academic year, it is expected that around 4,000 new UG and PG students will be living in Halls owned by LJMU's private accommodation partners. LJMU does not own any student accommodation itself.	
20/098			
	Your Request (as Understood by LJMU)	LJMU Response	
	The percentage of current LJMU Staff (broken down into both Academic and Administrative) who identify as BAME in each of LJMU's STEM departments /schools.	Please see the data attached in Appendix 1. Please note that staff submit details of their ethnicity on a voluntary basis and therefore there will be cases recorded as ethnicity – Unknown.	
20/099			
	Your Request	LJMU Response	
	I want to submit a request for some information from the organisation, in relation to their contract's register.	I can confirm that the University does not hold the information you seek, and that there is no central contracts register – no one member of	

	<p>The contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:</p> <ol style="list-style-type: none"> 1. Contract Reference 2. Contract Title 3. Procurement Category 4. Supplier Name 5. Spend (Total or Annual) 6. Contract Duration 7. Contract Extensions 8. Contract Starting Date 9. Expiration Date 10. Contract Description [Please provide me with as much detail as possible.] 11. Contact Owner (Full contact details if possible.) 12. CPV codes/ProClass 13. 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. 	<p>staff has responsibility for a contract register or API as you describe.</p>			
20/100	<table border="1" style="width: 100%; background-color: #4a6984; color: white;"> <tr> <td style="width: 30%; text-align: center;">Your Request</td> <td style="width: 70%; text-align: center;">LJMU Response</td> </tr> </table>			Your Request	LJMU Response
Your Request	LJMU Response				

	<p>I am requesting student email addresses by subject and course year commencement in order to aggregate data as part of research.</p>	<p>LJMU has a duty under the data protection principles of the General Data Protection Regulation (GDPR) to protect the personal data it holds and to only disclose it to others where there is a legal basis to do so.</p> <p>The FOIA at Section 40(2) contains an exemption from disclosure where to do so would breach one of the data protection principles of the GDPR.</p> <p>Student Email addresses are personal data, and there is no legal basis under which it would be fair to publish them – therefore we are unable to disclose the information you have requested.</p>								
20/101	<table border="1"> <thead> <tr> <th data-bbox="324 687 987 727">Your Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 727 987 903">1. The total amount spent by the University on recruitment agency fees over the last five years. If the date could please be split by year and post.</td> </tr> <tr> <td data-bbox="324 903 987 1015">2. How many posts you recruited by using an external recruitment agency.</td> </tr> <tr> <td data-bbox="324 1015 987 1342">3. For each time a recruitment agency was used, how long has the successful applicant stayed in the advertised role.</td> </tr> </tbody> </table>	Your Request	1. The total amount spent by the University on recruitment agency fees over the last five years. If the date could please be split by year and post.	2. How many posts you recruited by using an external recruitment agency.	3. For each time a recruitment agency was used, how long has the successful applicant stayed in the advertised role.	<table border="1"> <thead> <tr> <th data-bbox="987 687 1637 727">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 727 1637 1094">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 HR and Finance teams do not record the costs spent on agency fees in a reportable format because they are accounted for under a wider cost code. We also do not hold a separate list of agency recruited posts.</td> </tr> <tr> <td data-bbox="987 1094 1637 1342">To ascertain how much had been spent, and the details of each role would require manual analysis of each invoice and HR file. Due to the volume of data held under this costs code over the 5 years you have requested the costs of manual analysis would be in excess of £450.</td> </tr> </tbody> </table>	LJMU Response	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 HR and Finance teams do not record the costs spent on agency fees in a reportable format because they are accounted for under a wider cost code. We also do not hold a separate list of agency recruited posts.	To ascertain how much had been spent, and the details of each role would require manual analysis of each invoice and HR file. Due to the volume of data held under this costs code over the 5 years you have requested the costs of manual analysis would be in excess of £450.	
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Your Request	LJMU Response
<p>Have made budgetary adjustments to your predicted 2020/2021 income in the last six months due to the coronavirus pandemic? Please specify the changes</p>	<p>Yes, we have made changes to our predicted income for the 2020/21 year in the last 6 months due to the pandemic. These changes relate in the main to the significant uncertainty associated with the number of new and returning students who will choose to come to university in the 2020/21 year. This includes both home and international student fees. In addition, we have now budgeted for a reduction in commercial and collaborative income.</p>
<p>Has your university appealed to the government for financial aid? If so please provide details of this request including how much financial support was requested. If you could provide copies of any correspondence this would be preferable.</p>	<p>In line with UK Government guidance, the university as a primarily publicly funded Institution has not appealed to the government for financial aid. It has responded to sector wide surveys to assist in the formulation of government policy.</p>
<p>How many international applications have been received over the last 6 months (Jan-June 2020) compared to that same six-month time period in 2019 and 2018? Please break this down by month</p>	<p>Under the provisions of the FOIA we are exempted from providing you with information that is already available to you. Historic applications data is available through the Higher Education Statistics Agency (HESA) website at the following address: https://www.ucas.com/data-and-analysis/undergraduate-statistics-and-reports/ucas-undergraduate-end-cycle-data-resources-2019/provider-level-end-cycle-data-resources-and-unconditional-offer-reports</p> <p>Under s.43 of the FOIA we can exempt data that is likely to prejudice our commercial</p>

		<p>interests. We are not able to provide you with data for the current recruitment cycle because this may be used by our competitors for a commercial advantage. We have conducted a public interest balance test and concluded the public interest is in favour of withholding the information.</p>																
	<p>How many staff have you furloughed or made redundant since March 29th? Please break this down by month</p>	<table border="1" data-bbox="999 555 1626 775"> <thead> <tr> <th></th> <th>April 2020</th> <th>May 2020</th> <th>June 2020</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Furlough</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Redundancy</td> <td><5</td> <td><5</td> <td><5</td> <td><5</td> </tr> </tbody> </table> <p>LJMU can confirm that the majority of redundancies in the past three months have been with employees on fixed term contracts.</p>		April 2020	May 2020	June 2020	Totals	Furlough	0	0	0	0	Redundancy	<5	<5	<5	<5	
	April 2020	May 2020	June 2020	Totals														
Furlough	0	0	0	0														
Redundancy	<5	<5	<5	<5														
	<p>How much research funding has been acquired in the first 6 months of 2020 compared to the same 6-month period (Jan to June in 2019, and 2018)? Please break this down by year and month</p>	<p>Using the HESA definition for 'Research' and using the 'acquired' to mean all contracts which were set up on the finance system in the relevant period. Please note that in order for the contract to be put on the finance system the contract has been awarded and signed.</p>																

		<p>It does not necessarily mean that any money has been received. The contract may for any length of time e.g. for three months or three years. The whole value of the contract is recognised in the table below. It does not reflect when the bid for the contract occurred either, that may have been within the month or any time previously e.g. two years previously</p> <table border="1" data-bbox="996 550 1568 893"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> </tr> <tr> <th></th> <th>£'000</th> <th>£'000</th> <th>£'000</th> </tr> </thead> <tbody> <tr> <td>P06 January</td> <td>1,635.47</td> <td>643.65</td> <td>129.89</td> </tr> <tr> <td>P07 February</td> <td>984.17</td> <td>1,311.80</td> <td>2,055.62</td> </tr> <tr> <td>P08 March</td> <td>879.16</td> <td>1,663.51</td> <td>717.27</td> </tr> <tr> <td>P09 April</td> <td>888.36</td> <td>1,539.29</td> <td>816.31</td> </tr> <tr> <td>P10 May</td> <td>349.87</td> <td>773.72</td> <td>2,263.11</td> </tr> <tr> <td>P11 June</td> <td>2,349.88</td> <td>488.57</td> <td>347.37</td> </tr> <tr> <td>Grand Total</td> <td>7,086.91</td> <td>6,420.54</td> <td>6,329.57</td> </tr> </tbody> </table>		2018	2019	2020		£'000	£'000	£'000	P06 January	1,635.47	643.65	129.89	P07 February	984.17	1,311.80	2,055.62	P08 March	879.16	1,663.51	717.27	P09 April	888.36	1,539.29	816.31	P10 May	349.87	773.72	2,263.11	P11 June	2,349.88	488.57	347.37	Grand Total	7,086.91	6,420.54	6,329.57	
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	<p>How much money has been spent on marketing to attract international students to new online courses? Please break this down by spend, platform of the market (i.e. social media) and the country targeted.</p>	<p>No money has been spent on marketing to attract international students to new online courses. We have not developed any new online courses in recent months.</p>																																					
20/103	<table border="1"> <thead> <tr> <th data-bbox="331 1141 795 1181">Your Request</th> <th data-bbox="795 1141 1635 1181">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1181 795 1383"> <p>Please can I have the following information pertaining to students affected by drugs at the University</p> </td> <td data-bbox="795 1181 1635 1383"> <p>The below data is taken from LJMU's records from the start of Academic Year 2014/2015 to 1 July 2020.</p> <p>In this time the number of Student Disciplinary Cases relating to drug use/drug supply was 112 Cases. Of these, 70 cases were proven and received a sanction. Please note that in</p> </td> </tr> </tbody> </table>			Your Request	LJMU Response	<p>Please can I have the following information pertaining to students affected by drugs at the University</p>	<p>The below data is taken from LJMU's records from the start of Academic Year 2014/2015 to 1 July 2020.</p> <p>In this time the number of Student Disciplinary Cases relating to drug use/drug supply was 112 Cases. Of these, 70 cases were proven and received a sanction. Please note that in</p>																																
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<p>from 2014-present or nearest date.</p> <p>Broken down by academic year.</p> <p>If you can't provide the data from 2014 please can you provide from 2015.</p> <p>Pertaining to the drugs disciplinary guide, or any similar policies at your university written and unwritten, how many students have been given:</p>	<p>some cases an individual may have multiple cases open against them during their study.</p> <p>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</p> <table border="1" data-bbox="813 523 1621 703"> <thead> <tr> <th></th> <th>14/15</th> <th>15/16</th> <th>16/17</th> <th>17/18</th> <th>18/19</th> <th>19/20</th> </tr> </thead> <tbody> <tr> <td>Cases</td> <td>15</td> <td>5</td> <td>9</td> <td>42</td> <td>34</td> <td>7</td> </tr> <tr> <td>Sanctions</td> <td>8</td> <td><5</td> <td>9</td> <td>26</td> <td>22</td> <td><5</td> </tr> </tbody> </table>		14/15	15/16	16/17	17/18	18/19	19/20	Cases	15	5	9	42	34	7	Sanctions	8	<5	9	26	22	<5
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<p>Final warnings,</p>	<p>0</p>																					
<p>A £100 (or more) penalty charge</p>	<p>0</p>																					
<p>Drugs Awareness Sections (and how many were charged for non-attendance),</p>	<p>0</p>																					
<p>Other sanctions (including referral to the police, referral to student conduct panel, etc.),</p>	<p>Grade 1 Warning 47 Grade 2 Warning 8 Counselled about Behaviour/Verbal Warning: 15</p> <table border="1" data-bbox="813 1206 1621 1359"> <thead> <tr> <th></th> <th>14/1</th> <th>15/1</th> <th>16/1</th> <th>17/1</th> <th>18/19</th> <th>19/2</th> </tr> </thead> <tbody> <tr> <td></td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td></td> <td>0</td> </tr> <tr> <td>Grade 1 Warning</td> <td>7</td> <td><5</td> <td>5</td> <td>20</td> <td>11</td> <td><5</td> </tr> </tbody> </table>		14/1	15/1	16/1	17/1	18/19	19/2		5	6	7	8		0	Grade 1 Warning	7	<5	5	20	11	<5
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A notice to quit the uni accommodation,	Not Applicable – The University does not own any student accommodation																			
Were asked to move to a different accommodation	Not Applicable – The University does not own any student accommodation																			
Confiscation and/or disposal of shisha pipes,	0																			
Confiscation and/or disposal of other drug paraphernalia?	0																			
Of these students, how many were due to:	Records are held for the cases that resulted in a sanction (70). In 2 of these cases drug type is not recorded.																			
Class A drugs,	2 – We cannot break down this figure into years because this could result in personal data about an individual being inferred by those with knowledge of the matters.																			
Class B drugs (not including cannabis),	0																			
Cannabis,	64																			
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Nitrous Oxide (NOS),	2 – We cannot break down this figure into years because this could result in personal data about an individual being inferred by those with knowledge of the matters.																			

	Other psychoactive substances not listed above?	0					
	And, finally, of all of these students, how many:						
	Were involved in the wellbeing service or were known to the university to have a wellbeing concern?	Of the 112 cases, 56 of the students involved have a record of contact with our Student Advice and Wellbeing Team. The Student Advice and Wellbeing team provide help, support and advice to students at LJMU for any number of reasons including for example disability, financial hardship, caring responsibilities and mental health.					
	Had civil or criminal actions taken against them?	LJMU has records of <5 cases progressing to a police investigation. We will not provide the actual figure as this could result in personal data about an individual being inferred by those with knowledge of the matters. If a student received a criminal conviction and the student was required to disclose this, the matter would be considered under a separate procedure; The University Criminal Convictions Procedure.					
20/105	<table border="1"> <thead> <tr> <th data-bbox="324 1037 840 1077">Your Request</th> <th data-bbox="840 1037 1635 1077">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1077 840 1335">You have requested a copy of your "student contract".</td> <td data-bbox="840 1077 1635 1335">When a student enrolls on the CertHE Nautical Science course they accept the terms of the Springdale Academy of Maritime Education and Training Trust (SAMET) program Handbook. LJMU does not hold a copy of the SAMET handbook from 2014/15. This may be available by contacting SAMET directly. I am sorry for the inconvenience, but we</td> </tr> </tbody> </table>	Your Request	LJMU Response	You have requested a copy of your "student contract".	When a student enrolls on the CertHE Nautical Science course they accept the terms of the Springdale Academy of Maritime Education and Training Trust (SAMET) program Handbook. LJMU does not hold a copy of the SAMET handbook from 2014/15. This may be available by contacting SAMET directly. I am sorry for the inconvenience, but we		
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		<p>have been unable to locate a copy after a search of the department.</p> <p>For completeness, please find attached a copy of the handbook from 2015/16 which you may be able to use for comparison.</p> <p>When student then enrolls on the DipHE Nautical Science course at LJMU they accept the terms of the LJMU student hand book. A copy of the 2016 LJMU Student Handbook that you will have accepted is also attached.</p>																													
20/106	<table border="1"> <thead> <tr> <th data-bbox="333 699 987 738">Your Request</th> <th colspan="4" data-bbox="987 699 1635 738">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 738 987 837">Please can you provide me with the following information from the last three academic years:</td> <td colspan="4" data-bbox="987 738 1635 837"></td> </tr> <tr> <td data-bbox="333 837 987 1093">The number of students attending the University who are receiving/entitled to Disabled Students Allowance.</td> <td colspan="4" data-bbox="987 837 1635 1093"> <table border="1"> <thead> <tr> <th data-bbox="990 869 1240 909">HESA Year</th> <th data-bbox="1240 869 1344 909">17/18</th> <th data-bbox="1344 869 1458 909">18/19</th> <th data-bbox="1458 869 1563 909">19/20</th> </tr> </thead> <tbody> <tr> <td data-bbox="990 909 1240 949">Receiving</td> <td data-bbox="1240 909 1344 949">1374</td> <td data-bbox="1344 909 1458 949">968</td> <td data-bbox="1458 909 1563 949">1405</td> </tr> </tbody> </table> <p>We do not report on numbers entitled only on those in receipt.</p> </td> </tr> <tr> <td data-bbox="333 1093 987 1362">The number of students attending the university who are receiving Disabled Students Allowance that entitles them to support from the university (i.e. tutoring, mentoring, exam adjustments).</td> <td colspan="4" data-bbox="987 1093 1635 1362"> <p>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.</p> <p>To ascertain the details you require would require manual analysis of each individual file</p> </td> </tr> </tbody> </table>			Your Request	LJMU Response				Please can you provide me with the following information from the last three academic years:					The number of students attending the University who are receiving/entitled to Disabled Students Allowance.	<table border="1"> <thead> <tr> <th data-bbox="990 869 1240 909">HESA Year</th> <th data-bbox="1240 869 1344 909">17/18</th> <th data-bbox="1344 869 1458 909">18/19</th> <th data-bbox="1458 869 1563 909">19/20</th> </tr> </thead> <tbody> <tr> <td data-bbox="990 909 1240 949">Receiving</td> <td data-bbox="1240 909 1344 949">1374</td> <td data-bbox="1344 909 1458 949">968</td> <td data-bbox="1458 909 1563 949">1405</td> </tr> </tbody> </table> <p>We do not report on numbers entitled only on those in receipt.</p>				HESA Year	17/18	18/19	19/20	Receiving	1374	968	1405	The number of students attending the university who are receiving Disabled Students Allowance that entitles them to support from the university (i.e. tutoring, mentoring, exam adjustments).	<p>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.</p> <p>To ascertain the details you require would require manual analysis of each individual file</p>			
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20/107	<table border="1"> <thead> <tr> <th data-bbox="331 727 987 762">Your Request</th> <th data-bbox="987 727 1637 762">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 762 987 1177">1. A copy of any documentation you hold describing how your University uses student social media posts within your misconduct or complaints procedure. This should include internal guidance/policy and any information provided to your students about the same.</td> <td data-bbox="987 762 1637 1177"> <p>The following relevant policies are available on our website at the following address: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <ul style="list-style-type: none"> • Student Social Media Policy • Student Code of Behaviour and Disciplinary Procedures • Student Complaints Procedures </td> </tr> <tr> <td data-bbox="331 1177 987 1378">2. A copy of any documentation you hold describing how you handle complaints to the University about posts on social media. This should be any internal guidance or policy that specifically guides staff on how to internally handle informal or formal complaints about</td> <td data-bbox="987 1177 1637 1378"> <p>We do not hold any specific guidance for the handling of complaints involving Social Media.</p> <p>All guidance on handling student complaints including that aimed at our internal investigators can be found on our website:</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	1. A copy of any documentation you hold describing how your University uses student social media posts within your misconduct or complaints procedure. This should include internal guidance/policy and any information provided to your students about the same.	<p>The following relevant policies are available on our website at the following address: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <ul style="list-style-type: none"> • Student Social Media Policy • Student Code of Behaviour and Disciplinary Procedures • Student Complaints Procedures 	2. A copy of any documentation you hold describing how you handle complaints to the University about posts on social media. This should be any internal guidance or policy that specifically guides staff on how to internally handle informal or formal complaints about	<p>We do not hold any specific guidance for the handling of complaints involving Social Media.</p> <p>All guidance on handling student complaints including that aimed at our internal investigators can be found on our website:</p>		
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20/108	<p>Your Request</p> <p>1) Are you able to provide a breakdown of incidents & crime from across all your Campuses? (Incidents meaning any notable event: fire alarm, assault, theft, Health & Safety incident.</p>	<p>LJMU Response</p> <p>Yes, our security team records incidents against the following data categories. I have provided the data for the most recent full academic year 18/19.</p> <p>To avoid inferences being drawn about any individuals records of less than 5 cases have been disclosed as <5 under the provisions of s.40(2) of the FOIA.</p> <table border="1" data-bbox="996 829 1556 1356"> <thead> <tr> <th colspan="2">Incidents by Category 2018/2019</th> </tr> </thead> <tbody> <tr> <td>Accident Report</td> <td>7</td> </tr> <tr> <td>Affray*</td> <td>0</td> </tr> <tr> <td>Anti Social Behaviour</td> <td>68</td> </tr> <tr> <td>Arson*</td> <td><5</td> </tr> <tr> <td>Assault*</td> <td><5</td> </tr> <tr> <td>Attempt to commit crime*</td> <td>7</td> </tr> <tr> <td>Building Fault</td> <td>169</td> </tr> <tr> <td>Building insecure</td> <td>19</td> </tr> <tr> <td>Complaint</td> <td>59</td> </tr> <tr> <td>Demonstration</td> <td>0</td> </tr> </tbody> </table>	Incidents by Category 2018/2019		Accident Report	7	Affray*	0	Anti Social Behaviour	68	Arson*	<5	Assault*	<5	Attempt to commit crime*	7	Building Fault	169	Building insecure	19	Complaint	59	Demonstration	0	
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		Door Insecure External	47	
		Door Insecure Internal	35	
		Fire Alarm	66	
		Harassment	5	
		Intruder Alarm	316	
		Key Procedures	<5	
		Lift Fault	21	
		Lost Property	62	
		Misuse of University card	11	
		Other	255	
		Other Alarm	38	
		Parking Offence	20	
		Person Locked in Building	6	
		Security System Fault	56	
		Student Welfare Issue	72	
		Suspicious/Unauthorised person	51	
		Theft from Vehicles*	<5	
		Theft of Cycle*	15	
		Theft of Vehicle*	0	
		Theft / Burglary*	9	
		Unauthorised Access	26	
		University Vehicles	<5	
		Vandalism*	16	
		Windows left open	5	
		Youths on site	51	
		Total	1521	

		*Crime Related Incidents	50										
	2) If yes, do you have the tools in place to capture this information?	Yes, LJMU's Estates team uses a Facilities Management suite program											
20/109	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Has your university been subject to any ransomware attacks in the last ten years (definition of ransomware here)?</td> <td>Yes</td> </tr> <tr> <td>If so, when did they take place?</td> <td>2017 (We only hold records starting with the introduction of a new system in 2014)</td> </tr> <tr> <td>Have you paid a ransom/s in return for data stolen during aforementioned ransomware attack/s?</td> <td rowspan="2">The university can neither confirm nor deny the details of its reaction to any ransomware attacks. This is because (in line with the provisions of s.31 (1) and (3) of the FOIA) to do so on this occasion, or on others may have a prejudicial impact on our security, our ability to prevent crime or make us more likely to become a victim of crime. We recognise that information concerning our reaction to security incidents disclosed over time may create a 'mosaic' of data that can assist criminals in choosing targets and undertaking attacks and will take steps to avoid this.</td> </tr> <tr> <td>If you've paid ransom/s, then what's the total amount you've paid?</td> </tr> </tbody> </table>				Your Request	LJMU Response	Has your university been subject to any ransomware attacks in the last ten years (definition of ransomware here)?	Yes	If so, when did they take place?	2017 (We only hold records starting with the introduction of a new system in 2014)	Have you paid a ransom/s in return for data stolen during aforementioned ransomware attack/s?	The university can neither confirm nor deny the details of its reaction to any ransomware attacks. This is because (in line with the provisions of s.31 (1) and (3) of the FOIA) to do so on this occasion, or on others may have a prejudicial impact on our security, our ability to prevent crime or make us more likely to become a victim of crime. We recognise that information concerning our reaction to security incidents disclosed over time may create a 'mosaic' of data that can assist criminals in choosing targets and undertaking attacks and will take steps to avoid this.	If you've paid ransom/s, then what's the total amount you've paid?
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	<p>2. ICT Org Chart- A visual document that present the structure of the IT department, please include name and job titles. If this cannot be sent, please work towards a structure with job titles.</p>	<p>This information is published annually by LJMU. The document can be found in the Information relating to IT Provision and Use document on the LJMU website: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information</p>	
	<p>3. ICT Annual or Business Plan- Like the ICT strategy but is more annually focused.</p>	<p>The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. We operate in a competitive sector and to be able to offer the best education to our students we need to ensure that our competition does not know our direction of travel. This detail may also limit our ability to achieve value for money in future procurement.</p> <p>Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.</p>	
	<p>4. ICT Capital Programme/budget- A document that shows financials budget on current and future projects.</p>	<p>The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. We operate in a competitive sector and to be able to offer the best education to our students we need to ensure that our competition does not know our</p>	

		<p>direction of travel. This detail may also limit our ability to achieve value for money in future procurement.</p> <p>Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.</p>													
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20/113															

Your Request	LJMU Response
1.A Has the university conducted an audit of the incidence of racism since the EHRC report on racism in UK universities was published on 23 October 2019?	The university has established a “Tackling Racial Harassment Working Group” with various actions to be taken including running focus group sessions with BAME Staff and students. The outcome of the various activities planned will help to formulate tangible actions.
1.B If so, what were the findings?	
1.C Did the audit cover students and staff? If not, please specify who it covered.	
1.D If the university carried out such an audit prior to the EHRC report please state when it was conducted, who it included, and what the findings were.	
2.A Given the EHRC inquiry report noted many black and minority ethnic students lack faith in formal university complaints procedures, what changes has the university since made to how it handles formal and informal student complaints of racism?	<p>A “Tackling Racial Harassment Working Group”, chaired by a member of the Executive Leadership Team has been established by the university and with representatives from the BAME Student and Staff networks in the university</p> <p>The student complaints and Student Discipline policy are under review to ensure that:</p> <ul style="list-style-type: none"> • Better supporting mechanisms are in place • Complaints are taken seriously and prioritised, • Outcomes are communicated to complainants where possible and applicable. • Formal recording mechanism include identification and monitoring of such complaints.

2.B How has the university involved black and minority ethnic students in these reforms, and, specifically, how it handles student complaints of racism?	BAME students have been invited to participate fully in the working group. Further feedback is required once Policies and Procedures are departmentally approved	
3.A Does the university provide scholarships specifically for black and minority ethnic students? If so, how many such scholarships have been provided in the last five years?	Details of LJMU Scholarships can be found on our website: https://www.ljmu.ac.uk/discover/fees-and-funding/undergraduate-finance/scholarships	
3.B If the scholarships were introduced less than five years ago, please provide the stats since the start date.	N/a	
4.A Does the university use the term black, Asian and minority ethnic (BAME) or black and minority ethnic (BME)?	The university uses the term 'BAME' for now but this is under review by the Equality, Diversity and Inclusion Team.	
4.B Which ethnic groups does the university include in these terms?	Black, Asian, Chinese, Mixed and Other Minority Ethnic Backgrounds	
5.A Since the EHRC inquiry report, has the university introduced new/further training for students and staff on racism? If so, please provide details.	The university run an unconscious bias and intercultural competence training and would be introducing a 'Let's Talk Race Equality' workshop in the next academic year.	
5.B Is this training specifically on racism or part of generic equality and diversity training?	This training is specifically on race equality.	
5.C Does this training cover institutional/structural racism?	Yes	
5.D If you have introduced new training for staff is it mandatory for all staff?	The university has a mandatory equality and diversity training apart from the above.	

<p>6.A Since the EHRC report has the university introduced training for staff on handling student disclosures of racism? (Please state whether you had such training in place before the EHRC report and if it is still provided.)</p>		
<p>6.B If so, which (types of) staff have undertaken it?</p>	<p>Our Student Governance staff have attended training sessions on investigating bullying and harassment.</p> <p>Student Governance (SG) staff attending webinars this week from EHRC tackling racial harassment.</p> <p>Further training needs are to be identified.</p> <p>Once university measures and SG have attended relevant training this will be presented to staff included in such complaints and included in SG training schedule.</p>	
<p>7.A Did the university compile centralised records of a) student and b) staff formal complaints of racism prior to the publication of the EHRC report?</p>	<p>Yes, formal student and staff complaints are recorded on a centralised databases.</p> <p>From September 2020, student complaints will be recorded in an updated database which will allow easier identification and monitoring of such complaints.</p>	
<p>7.B If it did not, does it now compile centralised records of formal complaints of racism?</p>	<p>n/a</p>	

<p>8. How does the university handle complaints by a) students and b) staff about anti-white bias and/or sentiment? Are such incidents counted as complaints of racism? (The EHRC includes such cases in its report last year.)</p>	<p>Students can raise any issue of complaint through the student complaints procedure. Such complaints would be recorded as complaints of racism.</p> <p>Complaints from staff about a student would be investigated under the university's student disciplinary procedure.</p> <p>Complaints from staff about the university or other staff would be dealt with initially under the dignity at work procedure.</p> <p>Support to staff is available from the Equality and Diversity Manager if required.</p>	
<p>9. Given that the EHRC report flagged up the impact of racism on student mental health, what research and/or action has the university since conducted/taken to address the specific mental health needs of black and minority ethnic students?</p>	<p>Mental health needs will be reviewed within the remit of the "Tackling Racial Harassment Working Group".</p>	
<p>10.A Do any BME counsellors work in the university's counselling and/or student support service? (Please state whether they are full or part-time.)</p>	<p>Yes – There are two staff who self-identify as BAME working as Counsellors and /or Mental Health Advisors. One is full time and one is part time.</p>	
<p>10.B If so, what proportion of the counsellors are BME?</p>	<p>One out of the six counsellors employed by LJMU self-identifies as BAME .</p>	
<p>If the number of BME counsellors has changed since I last asked you about this on 29 July</p>	<p>There has been no change in this ratio since we last confirmed this on 15th August 2019.</p>	

<p>2019 please state whether it has risen or fallen in full-time equivalent terms.</p>		
<p>10.C Are BME students guaranteed the right to see a BME counsellor? Or can they request to see a BME counsellor? (Please specify which where relevant.)</p>	<p>Students can request to see a BAME counsellor and we try and accommodate this request.</p>	
<p>10.D How many counsellors – both BME and white – have specific training in intercultural therapy? (Intercultural therapy is a form of psychotherapy aimed at benefiting culturally diverse groups. It recognises the importance of race, culture, beliefs, values, attitudes, religion and language in the life of the client.)</p>	<p>No specific training in intercultural therapy has been undertaken by members of the counselling team. Intercultural aspects are included in many training programmes.</p> <p>All counsellors within the service have done training in intercultural issues within therapy.</p>	
<p>11.A Does the university have a mentoring scheme, or schemes, for black and minority ethnic students?</p>	<p>The university recently conducted a reciprocal mentoring programme which involve black students mentoring the university's Executive Leadership Team members, including the Vice-Chancellor.</p> <p>Given the success of the programme, we are running this programme again. The programme has helped the senior staff's understanding of the issues with regard to BAME students' progression and differential attainment.</p> <p>This initiative has not only add value to the work of the university on meeting the university's set access and participation targets but also helped to enhance race equality, diversity and inclusion at LJMU.</p>	

<p>11.B If so when did it begin? Please make clear if this scheme has been introduced since 29 July 2019 when I last asked you</p>	<p>This scheme was piloted from December 2019 – June 2020.</p>
<p>11.C To date, how many BME students have participated in the mentoring scheme?</p>	<p>Nine BAME students and ten of the university senior leaders participated in the programme .</p>
<p>12.A How has the university responded to the death of George Floyd (25 May 2020) and the Black Lives Matter movement, specifically student protests for universities to better address racism, institutional racism and the legacy of British imperialism and colonialism?</p>	<p>The Vice-Chancellor issued a statement of support reinforcing the fact that there is no place for racism here at LJMU. The university has also launched a dedicated microsite for staff and students to explore a wide range of materials on Black Lives Matter from inside and outside LJMU.</p> <p>These materials are prominent on the university website as part of our commitment to doing all we can do shine a light on the issues arising from the Black Lives Matter campaign and to help support our students, staff and those in the community we serve.</p>
<p>12.B What specific pledges has the university made as part of this response?</p>	<p>The Vice-Chancellor reinforces the following: “Black lives matter shouldn’t just be a campaign. It’s outrageous that we exist in a world where social and economic injustice is prevalent because of the colour of your skin. So what can we do apart from march and protest against racism? What can we do alongside our black students and staff here, now and in the future? We can and will call it out. Racism is not welcome here. We respect everyone at LJMU. Together, we will reach out further to embrace the black community in Liverpool and</p>

		beyond. LJMU is part of your story and we will help all of our BAME students and staff to achieve their full potential. We see you and we stand shoulder to shoulder with you".					
20/114	<table border="1"> <thead> <tr> <th data-bbox="327 419 1039 483">Your Request</th> <th data-bbox="1039 419 1635 483">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 483 1039 1315"> <p>On 17 April 2019 Universities UK made the following statement which is published on their website" Universities use non-disclosure agreements for many purposes, including the protection of commercially sensitive information related to university research. However, we also expect senior leaders to make it clear that the use of confidentiality clauses to prevent victims from speaking out will not be tolerated. All staff and students are entitled to a safe experience at university and all universities have a duty to ensure this outcome."</p> <p>This would suggest that member organisations would not use non-disclosure agreements or confidentiality in discrimination related settlements and that senior leaders within your University are expected to make it clear that University should not tolerate such agreements in its name.</p> <p>In October 2019 the Equality and Human Rights Commission Issued "The use of confidentiality agreements in discrimination cases"</p> </td> <td data-bbox="1039 483 1635 1315"></td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>On 17 April 2019 Universities UK made the following statement which is published on their website" Universities use non-disclosure agreements for many purposes, including the protection of commercially sensitive information related to university research. However, we also expect senior leaders to make it clear that the use of confidentiality clauses to prevent victims from speaking out will not be tolerated. All staff and students are entitled to a safe experience at university and all universities have a duty to ensure this outcome."</p> <p>This would suggest that member organisations would not use non-disclosure agreements or confidentiality in discrimination related settlements and that senior leaders within your University are expected to make it clear that University should not tolerate such agreements in its name.</p> <p>In October 2019 the Equality and Human Rights Commission Issued "The use of confidentiality agreements in discrimination cases"</p>			
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<p>https://www.equalityhumanrights.com/sites/default/files/guidance-confidentiality-agreements-in-discrimination-cases.pdf</p>		
<p>1. Are you a member of universities UK</p>	<p>This information is available from the Universities UK website - https://www.universitiesuk.ac.uk/about/Pages/member-institutions.aspx</p>	
<p>2. Is the University aware of " The use of confidentiality agreements in discrimination cases"</p>	<p>Yes</p>	
<p>If yes 2a Is the University meeting or taking action to meet the best practice standards of this document</p>	<p>The University takes all allegations of discrimination made by staff and students very seriously. It has a zero tolerance approach to all forms of discrimination and investigates any allegations made in accordance with its procedures, taking appropriate action against perpetrators.</p> <p>Any decision to enter into a settlement agreement (and to use a confidentiality clause in that agreement) is informed by legal advice as to whether it is appropriate and lawful to do so in the particular circumstances.</p>	
<p>2b Is the University acting only to meet the legal requirements</p>	<p>The University complies with the Solicitors Regulation Authority rules and the law as it stands. General confidentiality wording</p>	

		used is kept under review and is amended as necessary to take account of SRA guidance and good practice. Each case is determined on its own circumstances, informed by legal advice.	
	3. Does the standard the University meets apply to ...?		
	a. Workers	n/a	
	b. Students	The guidance contained in the EHRC report has not been developed with the student relationship in mind – it focuses on the statutory framework in relation to employees/workers. However, if settlement agreements are used in student cases, confidentiality wording relates to the negotiation/terms of the agreement itself, rather than preventing any wider complaint.	
	c. both		
	4. Does the University have a policy of not using confidentiality agreements in complaints procedures/actions when discrimination is the issue.	Every case is considered individually, and an assessment on confidentiality made based on the particular circumstances of the case.	
	5. Does the University have documentation/policy confirm “that confidentiality clauses preventing victim speaking out will not be tolerated” or of similar	No	

	meaning.(If yes where can I view this policy/statements)		
	6 In 2018 did your University make any confidentiality clauses in settlements with students where discrimination was an issue,	No	
	6a if yes how many?	N/a	
	6b if possible, the number of cases in each area of discrimination...?		
	1 sex		
	2 race		
	3 disability		
	4.other		
	7 Since April 2019 (when above statement was issued) has your University made any confidentiality clauses in settlements with students where discrimination was an issue,	Yes	
	7a if yes how many?	<5	
	7b if possible, the number of cases in each area of discrimination		
	1 sex	Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them, where a cell in the above table includes less than 5 instances, the symbol <5 has been used to ensure compliance,	
	2 race		
	3 disability		
	4.other		

		and are unable to provide further details about the nature of the discrimination.	
	8 In 2018 did your University make any confidentiality clauses in settlements with staff/ex-staff where discrimination was an issue,	Yes, although what is meant by an “issue” is not defined making it difficult to provide a precise answer. In an employment dispute context it is very common for multiple issues to be raised by an employee, particularly as part of exit negotiations, which can include unspecified allegations of discrimination, not previously raised and investigated under appropriate procedures (which they would have been, had they been raised earlier). Confidentiality clauses are generally used but in conjunction with an appropriate carve-outs for PIDA, criminal and regulatory issues, ensuring that a concerned member of staff can raise such issues externally after signing an agreement. All staff receive their own independent legal advice before signing an agreement.	
	8a if yes how many?	The University does not keep records of settlement agreement by “type” as it is usual for a settlement agreement to arise from a range of different considerations, rather than a particular “type”. Confidentiality clauses are generally used in settlement agreements, dictated by the	

		particular circumstances, and informed by legal advice as to whether use of such a clause is lawful and appropriate.	
	1 sex		
	2 race		
	3 disability		
	4.other		
	9. Since April 2019 has your University make any confidentiality clauses in settlements with staff/ex staff where discrimination was an issue	See answer to 8 above	
	9a if yes how many	See answer to 8a above	
	9b if possible, please state the number of cases in each area of discrimination		
	1 sex		
	2 race		
	3 disability		
	4.other		
	10.In view of the Equality and Human Rights Commission statements that non-disclosure/confidentiality clauses in discrimination cases are inappropriate has the University a policy of rescinding any	The University does not have such a policy. The decision to use a confidentiality clause in a settlement agreement is reached at a point in time, informed by the law at that	

	<p>confidentiality agreement expectations of staff/students in past agreements.</p>	<p>time. If a change in the law required it, the University would of course do so.</p>				
	<p>10a If not, has the University any plans to do so</p>	<p>See response to 10 above</p>				
20/115	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td> <p>I need to obtain statistics about the numbers of students with dyslexia at the university especially those who are diagnosed recently with dyslexia (officially diagnosed with dyslexia by the university). My study is a literacy based as it does not include participants. The requested range of data is from 1982-1999.</p> </td> <td> <p>Unfortunately, LJMU does not hold the information that you have requested.</p> <p>The retention period for student files is 6 years after the end of their study.</p> <p>No paper records from the period 1982-1999 have been retained.</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>I need to obtain statistics about the numbers of students with dyslexia at the university especially those who are diagnosed recently with dyslexia (officially diagnosed with dyslexia by the university). My study is a literacy based as it does not include participants. The requested range of data is from 1982-1999.</p>	<p>Unfortunately, LJMU does not hold the information that you have requested.</p> <p>The retention period for student files is 6 years after the end of their study.</p> <p>No paper records from the period 1982-1999 have been retained.</p>	
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	<p>related pay and other bonuses, pension-related payments, compensation for loss of office, other taxable benefits, non-taxable benefits, and all other payments.</p> <p>For clarification, this is not the same figure detailed in annual reports, which typically provides pay bands on the basis of salary only for staff other than the Vice-Chancellor.</p>		
	<p>2. Please provide a list of individuals at your institution in receipt of over £150,000 in total remuneration for the financial year 2019-20.</p> <p>For individuals in receipt of over £150,000, please include names, job titles and remuneration broken down into basic salary, performance related pay and other bonuses, pension-related payments, compensation for loss of office, other taxable benefits, non-taxable benefits, and all other payments.</p>	<p>LJMU has a duty to protect the personal data it holds under the provisions of the General Data Protection Regulation (GDPR). We believe that disclosing the details you have requested, specifically names of employees and detailed breakdown of their remuneration is not fair use of their personal data. The FOIA exempts from disclosure any data where to do so would breach the principles of the GDPR under the provisions of s.40(2).</p> <p>What we can do is provide a breakdown of the number of individuals who were in receipt of remuneration in excess of £150,000 in the academic financial year 2019-20. We will do this in “bands” of £5000.</p>	

		All of these 9 individuals are members of the University's Executive Leadership Team	
			Total Remuneration (£000)
		-	>150-155
		-	>155-160
		-	>160-165
		4	>165-170
		1	>170-175
		-	>175-180
		1	>180-185
		-	>185-190
		-	>190-195
		-	>195-200
		-	>200-205
		-	>205-210
		-	>210-215
		1	>215-220
		-	>220-225
		2	>225-230
	Total remuneration as described is in line with how Head of Provider remuneration is broken down by the Office for Students in their annual senior staff remuneration publication as available here .		

20/117	Your Request		LJMU Response	
	1) What percentage of staff with the job title of Chancellor are BAME?		Our Chancellor Sir Brian Leveson is not a member of staff, the position is honorary.	
	2) What percentage of staff with the job title of pro-Chancellor are BAME?	-	We do not have this role	
	3) What percentage of staff with the job title of Vice - Chancellor are BAME?		Less than 5 individuals hold this job title. This information is withheld to avoid identification of any personal information under s.40(2) of the FOIA.	
	4) What percentage of staff with the job title of Deputy Vice-Chancellor are BAME?	-	We do not have this role	
	5) What percentage of staff with the job title of Pro Vice- Chancellor are BAME?		Less than 5 individuals hold this job title. This information is withheld to avoid identification of any personal information under s.40(2) of the FOIA.	
	6) What percentage of staff with the job title of Head of XXX Department (Heads of Departments) are BAME?	14.54%		
	7) What percentage of staff with the job title of Department Directors or Director of Studies are BAME?	6.45%		
	8) What percentage of staff with the job title of Professor are BAME?	19.77%		
	9) What percentage of staff with the job title of Reader / Principal Lecturer are BAME?	11.58%		
	10) What percentage of staff with the job title of Senior Lecturer are BAME?	14.72%	We use the title Lecturer /Senior Lecturer on roles and so it is not possible to separate these two job titles	
	11) What percentage of staff with the job title of Lecturer are BAME?			
	12) What percentage of staff with the job title of Assistant Lecturer are BAME?	-	We don't have this job title	
	13) What percentage of staff with the job title of Associate Professor are BAME?	-	We don't have this job title	

	14) What percentage of staff with the job title of Research Fellow are BAME?	16.67%									
	15) What percentage of staff with the job title of Senior Research Fellow are BAME?	Less than 5 individuals hold this job title. This information is withheld to avoid identification of any personal information under s.40(2) of the FOIA.									
	16) Overall, what percentage of the university's ACADEMIC staff are BAME?	13.76%									
	17) What percentage of the student body identify as BAME (in percentages if possible)?	This data is already available to you via HESA: https://www.hesa.ac.uk/data-and-analysis/students/where-study/characteristics									
20/118	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>What is the market value of the university's investment funds?</td> <td>The University publishes this information via the Financial Statements. Information about each category of investment is shown on the Balance Sheet (p50) and in each note (Notes 14,15, 16 and 19 pages 64-66 and 67) of the 2018/19 Financial Statements on the University website at the following address: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</td> </tr> <tr> <td>What is the market value invested in each company directly by the university?</td> <td>The Financial Statements provides this information in notes 14-16 (p 64-66).</td> </tr> <tr> <td>If the university holds investments through an external fund manager please provide the investment portfolio for that manger, which includes the market value for each of their investments.</td> <td>The University does not hold investments through an external fund manager</td> </tr> </tbody> </table>			Your Request	LJMU Response	What is the market value of the university's investment funds?	The University publishes this information via the Financial Statements. Information about each category of investment is shown on the Balance Sheet (p50) and in each note (Notes 14,15, 16 and 19 pages 64-66 and 67) of the 2018/19 Financial Statements on the University website at the following address: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements	What is the market value invested in each company directly by the university?	The Financial Statements provides this information in notes 14-16 (p 64-66).	If the university holds investments through an external fund manager please provide the investment portfolio for that manger, which includes the market value for each of their investments.	The University does not hold investments through an external fund manager
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	<p>Does the university apply any specific investment inclusions or exclusions to their investment funds? If so, please provide details on what they are.</p>	<p>The University invests in accordance with its Ethical Investment Policy. (attached for reference)</p>					
	<p>Has the university made any public statements regarding divesting unethical companies or ethical investment in the last 5 years? Please provide a link to statements.</p>	<p>We do not hold any data in relation to this request.</p>					
<p>20/119</p>	<table border="1"> <thead> <tr> <th data-bbox="324 555 985 595">Your Request</th> <th data-bbox="985 555 1637 595">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 595 985 1276"> <p>We have written to the educational institutions about our Laptops for Homeless and Vulnerable Initiative.</p> <p><i>We are sharing this press release link from July 7 2020 that we would like to ask you to pass to the leadership of the university together with the attached letter and if possible please also share it also with local schools and colleges.</i></p> <p>May we please ask under FOI for details on the policy about old technology and what is currently happening with the old technology.</p> <p>1) In particular where the old items are going?</p> </td> <td data-bbox="985 595 1637 1276"> <p>The old IT Equipment is donated to underprivileged families or sold to schools at a nominal cost.</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>We have written to the educational institutions about our Laptops for Homeless and Vulnerable Initiative.</p> <p><i>We are sharing this press release link from July 7 2020 that we would like to ask you to pass to the leadership of the university together with the attached letter and if possible please also share it also with local schools and colleges.</i></p> <p>May we please ask under FOI for details on the policy about old technology and what is currently happening with the old technology.</p> <p>1) In particular where the old items are going?</p>	<p>The old IT Equipment is donated to underprivileged families or sold to schools at a nominal cost.</p>		
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	<p>2) what percentage is going to help those in the local community that can not afford computers.</p>	<p>100%</p>							
	<p>3) when the contract / arrangements are up for review.</p>	<p>2022</p>							
	<p>4) Please provide information how your institution is addressing Scope 3 Carbon Emissions in relation with old technology as per our other 3 questions below.</p> <p><i>Further information on this can be found in this recent Bloomberg report below:</i></p> <p>https://www.bloomberg.com/news/articles/2020-06-29/here-s-how-to-tell-green-good-deeds-from-greenwashing-quicktake</p>	<p>We record Scope 3 Carbon Emissions as part of our annual HESA (Higher Education Statistics Agency) returns. We are developing a Climate Emergency Strategy, where the future reduction of Scope 3 Emissions will be addressed.</p>							
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	antisemitism.uk/definition for more information about the IHRA Definition.		
	Q1b. If the IHRA Definition has been adopted, please provide the date that the motion/decision to do so was approved and provide a copy of the relevant motion/minutes/policy document or a link if it is available on your website.	-	
	Q1c If the IHRA Definition has been adopted, please confirm if adoption covers the whole university including each and every institution and division and all academic, non- academic staff and students within them. If not, which institutions and/or divisions have been included, and why has the IHRA Definition not been adopted by all institutions and/or divisions?	-	
	Q1d. If the IHRA Definition has been adopted, was the IHRA Definition adopted in its entirety including all of the examples?	-	
	Q1e. If all of the examples were <u>not</u> adopted, which ones were adopted?	-	
	Q1f If the IHRA Definition has not been adopted at all, was there a motion/decision to adopt the IHRA Definition which was defeated, and if so on what date was it defeated?	There has currently been no official consideration regarding the adoption of the definition	
	Q1g. If the IHRA Definition has not yet been adopted, has adoption been timetabled?	No	

	Q2. Disciplinary processes	
	Q2a If the IHRA Definition has been adopted, is it used to define antisemitism for disciplinary purposes?	-
	Q2b If not, how is antisemitism defined for disciplinary purposes?	There is no specific definition of antisemitism for student disciplinary procedures (there are no definitions relating to any specific religion, belief or culture). The Student Discipline Procedures refer to breaches of the University's Equality and Diversity Policy, in relation to abusive, offensive behaviour or comments relating to religion, belief or race.
	Q2c. How many complaints of antisemitism did Liverpool John Moores University receive in the academic year 2019/2020?	The University may consider such complaints from students under the student complaints procedure or the student discipline procedure
	Q2d. How many complaints resulted in disciplinary action?	In the 2019/20 Academic Year (till 6 th August), 0 cases of student complaint or discipline related to Anti-Semitism
	Q2e. How many complaints resulted in no disciplinary action?	
	Q2f. Does Liverpool John Moores University publish the results of its disciplinary hearings? If not, why not?	The student Code of Behaviour and Disciplinary Procedures which sets out how disciplinary matters are conducted can found here: https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/139.pdf?la=en
	Q3 Hate crimes and pastoral care	

<p>Q3a In the event of an antisemitic hate crime being brought to the attention of Liverpool John Moores University, what procedure is in place to ensure that the police are automatically informed?</p>	<p><i>None (3.2 of the Student Code of Behaviour)</i></p> <p>If an antisemitic hate crime relating to students was brought to the attention of LJMU students are advised to report the matters to the police, and the University has a Police Liaison Officer with whom students can discuss police procedures and report issues.</p> <p>The University's dignity at work and disciplinary procedure sets out a process that will address the issue in relation to staff. These procedure do not automatically inform the police but consideration would be given to this in consultation with the individual raising the concerns in all cases</p>	
<p>Q3b What dedicated pastoral care is provided for Jewish students in the event that they experience antisemitism at Liverpool John Moores University?</p>	<p>Pastoral care for Jewish students is delivered through the Jewish Chaplain, who works across both LJMU and the University of Liverpool to support students. This appointment is recommended to the University by the Chief Rabbi's Office. The Jewish Chaplain is able to support students and coordinate responses for the student.</p>	
<p>Q4. Prevent</p>		

	Q4a. Who is Liverpool John Moores University's Prevent Lead? Please provide their name, job title, e-mail address and direct telephone number.	LJMUs Prevent lead is the Director of Student Advice and Wellbeing- Contact details can be found on our website https://www.ljmu.ac.uk/discover/student-support					
	Q4b Whom should we contact if there is an urgent matter to discuss and this person is not available? Please provide their name, job title, e-mail address and direct telephone number.	Please see the Contact Us part of our website: https://www.ljmu.ac.uk/Contact%20us/Key%20contacts					
	Q5. Training						
	Q5a. What training does Liverpool John Moores University provide to academic and administrative staff specifically on antisemitism as opposed to generally against all forms of discrimination prohibited under the Equality Act 2010?	There is no training specifically on antisemitism, but all staff are required to undertake annual equality and diversity training via an online module					
	Q5b What training on antisemitism has been delivered to those staff at Liverpool John Moores University specifically responsible for vetting prospective speakers under Prevent?						
	Q5c. If specific training on antisemitism is provided, is it conducted by Liverpool John Moores University in-house or is it outsourced to a training provider?	n/a					
	Q5d. If such specific training on antisemitism is outsourced, which organisation(s) provide the training?	n/a					
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	the Universities Minister in a letter in March 2019?																																								
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	Name of the current contractor				Bagnall and Morris Ltd	Graham Asset Management																				
	The contact details of the person responsible for procuring the services				Mark Nevitt Head of Business and Stakeholder Services 0151 231 2121 m.a.nevitt@ljamu.ac.uk	Mark Nevitt Head of Business and Stakeholder Services 0151 231 2121 m.a.nevitt@ljamu.ac.uk																				
	The University is withholding the value of contracts under s.43 of the FOIA because we believe that releasing it is likely to prejudice our commercial interests. In using the exemption at s.43 we have considered that the public interest is in favour of withholding the value.																									
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	<p>of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.</p> <p>3. Microsoft Enterprise Agreement - is a volume licensing package offered by <i>Microsoft</i>.</p> <p>The information I require is around the procurement side and we do not require any specifics (serial numbers, models, location) that could bring threat/harm to the organisation. For each of the different types of cyber security services can you please provide me with:</p> <ol style="list-style-type: none"> 1. Who is the existing supplier for this contract? 2. What does the organisation annual spend for each of the contracts? 3. What is the description of the services provided for each contract? Please do not just state firewall. 4. Primary Brand (ONLY APPLIES TO CONTRACT 1&2) 5. What is the expiry date of each contract? 6. What is the start date of each contract? 		
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	<p>7. What is the contract duration of contract?</p> <p>8. The responsible contract officer for each of the contracts above? Full name, job title, contact number and direct email address.</p> <p>9. Number of Licenses (ONLY APPLIES TO CONTRACT 3)</p>										
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		including these Guides aimed at assisting staff teach courses through Active Blended Learning	
	b. Visually impaired students?	The Teaching and Learning Academy have added information and resources to their webpages regarding accessibility tools to assist VI students (see link above)	
	c. Auditorily impaired students?	The Teaching and Learning Academy have added information and resources to their webpages regarding accessibility tools to assist HI students (see link above)	
	d. Students with specific learning difficulties/difference (SpLDs)?	The Teaching and Learning Academy have added information and resources to their webpages regarding accessibility tools to assist students with an SpLD. There is also information on the SAW webpages relating to additional support (see link above)	
	2. <u>Examination content and administration</u> for online delivery for:	The Teaching and Learning Academy provided guidance to staff regarding examinations and marking criteria during lockdown in the No Detriment Policy. This did not differentiate between different disabilities. Students who have disclosed a disability and have approached the Disability Team for an assessment would have had an Individual Student Learning Plan (ISLP) created. This provides recommendations from an Independent Needs Assessor and will aim to put a disabled student on a level playing field e.g. extra time in exams, non-medical help	
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	<p>2) For each payment please give the amount, the subject and the year of teaching to which it relates</p>	<p>Due to the small number of cases we are unable to provide these details under the provisions of s.40(2) of the FOIA because they may reveal personal data of individuals.</p>								
	<p>3) In addition, for each payment please provide a one or two sentence summary of the complaint made, e.g. 'over half of the classes were cancelled due to a lecturer's sickness and the claimant blamed this for their poor performance in the assessments'.</p>	<p>You have asked us to create additional information about personal cases.</p> <p>Under the provisions of the FOIA a public body is only obliged to provide information that it already holds.</p>								
<p>20/129</p>	<table border="1"> <thead> <tr> <th data-bbox="324 726 985 766">Your Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 766 985 869"> <p>How many total complaints have been received by the University for this and the previous academic year.</p> </td> </tr> <tr> <td data-bbox="324 869 985 1173"> <p>For this academic year specifically I'd also like to know how many have been related to: Coronavirus (e.g. provision, adjustments and teaching) Tuition (e.g. no fee change despite strikes and coronavirus) Industrial Action (from earlier in the academic year)</p> </td> </tr> <tr> <td data-bbox="324 1173 985 1343"> <p>I'd also like to know of, where and if possible, the University's plans for increasing their student satisfaction and if they're concerned about their position within the student satisfaction survey's results as a metric for</p> </td> </tr> </tbody> </table>	Your Request	<p>How many total complaints have been received by the University for this and the previous academic year.</p>	<p>For this academic year specifically I'd also like to know how many have been related to: Coronavirus (e.g. provision, adjustments and teaching) Tuition (e.g. no fee change despite strikes and coronavirus) Industrial Action (from earlier in the academic year)</p>	<p>I'd also like to know of, where and if possible, the University's plans for increasing their student satisfaction and if they're concerned about their position within the student satisfaction survey's results as a metric for</p>	<table border="1"> <thead> <tr> <th data-bbox="985 726 1635 766">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="985 766 1635 1069"> <p>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 does not currently record the reason for a complaint in a reportable format.</p> </td> </tr> <tr> <td data-bbox="985 1069 1635 1343"> <p>To ascertain how many complaints fell into the categories you have identified would require manual analysis of each file. Due to the volume of student complaints files over past year the costs of manual analysis would be in excess of £450.</p> </td> </tr> </tbody> </table>	LJMU Response	<p>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 does not currently record the reason for a complaint in a reportable format.</p>	<p>To ascertain how many complaints fell into the categories you have identified would require manual analysis of each file. Due to the volume of student complaints files over past year the costs of manual analysis would be in excess of £450.</p>	
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	measuring this.												
	If possible information pertaining to internal metrics regarding student satisfaction would also be appreciated, however this information is collected. It will also be useful to know:												
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	How many complaints were made by non-students (total number and percentage of total complaints)												
20/130	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Can I please have your records concerning the sales of personal data from 2019 and 2020, including trading partners and money earned from transactions?</td> <td>LJMU has not sold any personal data in the period since the beginning of 2019.</td> </tr> <tr> <td>Please can I have your records concerning the determining the price of personal data, for sales and sharing for the time period January 2019-Present.</td> <td>n/a</td> </tr> <tr> <td>What is your internal procedure for selling personal data? By this, I mean guidance given to internal staff and the buyer in question, for the time period of January 2019- Present.</td> <td>n/a</td> </tr> <tr> <td>What types of personal data do you sell and are there any limits placed on this? For the time period of January 2019- Present.</td> <td>n/a</td> </tr> </tbody> </table>		Your Request	LJMU Response	Can I please have your records concerning the sales of personal data from 2019 and 2020, including trading partners and money earned from transactions?	LJMU has not sold any personal data in the period since the beginning of 2019.	Please can I have your records concerning the determining the price of personal data, for sales and sharing for the time period January 2019-Present.	n/a	What is your internal procedure for selling personal data? By this, I mean guidance given to internal staff and the buyer in question, for the time period of January 2019- Present.	n/a	What types of personal data do you sell and are there any limits placed on this? For the time period of January 2019- Present.	n/a	
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	<p>How many Subject Access Requests did you receive in the period 2017-2020, broken down by year? What types of personal data did they typically receive? For example email addresses, home addresses and telephone numbers?</p>	<table border="1"> <thead> <tr> <th>Year</th> <th>Number of Subject Access and other Information Rights Requests received</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>37</td> </tr> <tr> <td>2018</td> <td>38</td> </tr> <tr> <td>2019</td> <td>44</td> </tr> <tr> <td>2020* (to 30th July)</td> <td>19</td> </tr> </tbody> </table> <p>We do not record information on the type of data requested in a SAR.</p>	Year	Number of Subject Access and other Information Rights Requests received	2017	37	2018	38	2019	44	2020* (to 30 th July)	19	
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	<p>keywords “Israeli embassy” and/or “Israel” and/or “BDS” and/or “Palestine” and/or “IHRA” and/or “anti-semitism”, from January 2019 to the present date.</p>										
	<p>All correspondence (emails, minutes, phone call records, etc) between the Senior Management Team and the Israeli embassy, from January 2019 to the present date.</p>	<p>LJMU does not hold any data within the scope of your request.</p>									
<p>20/133</p>	<table border="1"> <thead> <tr> <th data-bbox="324 794 987 836">Your Request</th> <th data-bbox="987 794 1637 836">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 836 987 938"> <p>Regarding patents that your organisation does own or has previously owned, as a sole owner or jointly with others, please provide me with:</p> </td> <td data-bbox="987 836 1637 938"></td> </tr> <tr> <td data-bbox="324 938 987 1142"> <p>1. The number of licensing or assignment agreements signed between your organisation and another entity/entities, granting rights to such patents or transferring ownership of such patents, since the year 2000.</p> </td> <td data-bbox="987 938 1637 1142"> <p>Zero</p> </td> </tr> <tr> <td data-bbox="324 1142 987 1382"> <p>2. A list of all licensing agreements signed between your organisation and other parties on such patents, containing, for each agreement: the name(s) of the party/parties and year of signing, since the year 2000.</p> </td> <td data-bbox="987 1142 1637 1382"> <p>We do not hold this information.</p> </td> </tr> </tbody> </table>			Your Request	LJMU Response	<p>Regarding patents that your organisation does own or has previously owned, as a sole owner or jointly with others, please provide me with:</p>		<p>1. The number of licensing or assignment agreements signed between your organisation and another entity/entities, granting rights to such patents or transferring ownership of such patents, since the year 2000.</p>	<p>Zero</p>	<p>2. A list of all licensing agreements signed between your organisation and other parties on such patents, containing, for each agreement: the name(s) of the party/parties and year of signing, since the year 2000.</p>	<p>We do not hold this information.</p>
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	<p>3. The annual income from each of these licensing agreements, by year, since the year 2000.</p>	<p>Zero</p>	
	<p>4. A list of all patents that your organisation does own or has previously owned, as a sole owner or jointly with others.</p>	<p>Details of any and all patents held by LJMU are public records, you can find out more about how to locate a patent on the .gov.uk website: https://www.gov.uk/search-for-patent Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you.</p>	
<p>20/134</p>	<p>1. For the years 2015, 2016, 2017, 2018, 2019, how many students died by suicide at your university?</p>	<p>The University is aware of the death of female student in the 2016/2017 academic year that was reported as a suicide.</p> <p>I can confirm that before the 2017/18 academic year the cause of death of students was not formally recorded by the university.</p> <p>Since the start of the 2017/2018 academic year the university has not been informed by a coroner of any of our student's deaths being ruled as a suicide.</p>	
	<p>2. As of 26/07/2020, does the university have the capability to provide emergency accommodation to students e.g. in cases of sudden bereavement / a change in personal circumstances?</p>	<p>Yes</p>	

	3. If so, are the students who take up this emergency accommodation charged for it?	No									
	4. If so, how much are students charged for using emergency accommodation?	N/A									
	5. If emergency accommodation is available and provided by the university, how many students used it in the years 2015, 2016, 2017, 2018, 2019?	We do not hold the information you have requested, we do not keep a records of instances where emergency accommodation has been provided.									
20/136	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Please confirm any data that was obtained in the Blackbaud hack from your university and the number of people affected - please state what types of data were accessed: names, addresses, credit card details, wealth details etc.</td> <td>LJMU was not affected by the Blackbaud hack.</td> </tr> <tr> <td>Please state the date at which you became aware that the data had been obtained.</td> <td>N/A</td> </tr> <tr> <td>Please provide any correspondence you have had from Blackbaud in relation to the hack.</td> <td>N/A</td> </tr> </tbody> </table>	Your Request	LJMU Response	Please confirm any data that was obtained in the Blackbaud hack from your university and the number of people affected - please state what types of data were accessed: names, addresses, credit card details, wealth details etc.	LJMU was not affected by the Blackbaud hack.	Please state the date at which you became aware that the data had been obtained.	N/A	Please provide any correspondence you have had from Blackbaud in relation to the hack.	N/A		
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	Please provide any proof that Blackbaud supplied to suggest that the copied data had been destroyed.	N/A									
20/138	<table border="1"> <thead> <tr> <th data-bbox="324 419 987 459">Your Request</th> <th data-bbox="987 419 1637 459">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 459 987 831"> <p>For your British Psychological Society accredited programmes listed below, could you please provide:</p> <p>Bsc – Applied Psychology</p> <p>PG Cert - PgCert in Improving Access to Psychological Therapies</p> <p>Cert - Graduate Certificate in Improving Access to Psychological Therapies</p> </td> <td data-bbox="987 459 1637 831"></td> </tr> <tr> <td data-bbox="324 831 987 1273"> <p>Copies of any Module outlines for any modules from these programmes which include reference to Interpretative Phenomenological Analysis and/or IPA and/or Psychosocial from the academic year 2014/2015 to 2019/2020 inclusive (noting whether the module makes reference to Phenomenological Analysis/IPA or Psychosocial or both if not apparent in the module outline); please also include the number of students who took this module in each year and the size of the total cohort in each year.</p> </td> <td data-bbox="987 831 1637 1273"> <p>We do not hold any information within the scope of your request. Enquiries have been made with our School of Psychology and our School of Nursing and Allied health.</p> </td> </tr> <tr> <td data-bbox="324 1273 987 1375"> <p>Please also provide a copy of any reading lists which accompanies any modules identified in the question above</p> </td> <td data-bbox="987 1273 1637 1375"></td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>For your British Psychological Society accredited programmes listed below, could you please provide:</p> <p>Bsc – Applied Psychology</p> <p>PG Cert - PgCert in Improving Access to Psychological Therapies</p> <p>Cert - Graduate Certificate in Improving Access to Psychological Therapies</p>		<p>Copies of any Module outlines for any modules from these programmes which include reference to Interpretative Phenomenological Analysis and/or IPA and/or Psychosocial from the academic year 2014/2015 to 2019/2020 inclusive (noting whether the module makes reference to Phenomenological Analysis/IPA or Psychosocial or both if not apparent in the module outline); please also include the number of students who took this module in each year and the size of the total cohort in each year.</p>	<p>We do not hold any information within the scope of your request. Enquiries have been made with our School of Psychology and our School of Nursing and Allied health.</p>	<p>Please also provide a copy of any reading lists which accompanies any modules identified in the question above</p>			
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	<p>independent review board such as the OIA?</p>		
	<p>4. How many students and staff of your university have had disciplinary action taken against them due to racist behaviour?</p>	<p>In the past 5 years (2014/15-2018/19) a total of nine (9) students have been disciplined and had disciplinary action taken against them for racist behaviour or comments.</p> <p>In accordance with Section 40 (5B) (a) (i) of the FOIA, the University is exempt from the duty to confirm or deny whether or not any staff have been disciplined. This is to avoid inferences being drawn from such confirmation at this time, or in the future, which could lead to personal data of individuals being identified or inferred.</p> <p>Students and Staff can be disciplined by LJMU under the terms of the Disciplinary Policy (Students) and the Staff Disciplinary Procedure, respectively.</p> <p>The reason we are unable to confirm if any disciplinary action has occurred is because inferences could be drawn about the outcomes of any complaints by those who had brought a complaint against another individual.</p> <p>If we were to ever say that no such disciplinary action was taken, those who had made a complaint would know the outcome of the disciplinary procedure.</p>	

		To ensure that we do not breach the Data Protection Principles of individuals who are complained against, our policy is not to release the outcome of any disciplinary investigation to anyone, including other parties in the matter.											
20/140	Your Request	LJMU Response											
	As well as providing an overall total of nursing students who began and completed these courses, <i>please also supply the same information on starters and completers but broken down into nursing field of study, eg; 'Mental Health Nursing' students; 'Adult Nursing' students; 'Learning Disability Nursing' students; 'Children's Nursing' students.</i>												
	How many undergraduate students <u>began</u> three-year pre-registration nursing degree courses [in any field of nursing] at your university in the academic year 2016/17?	<table border="1"> <tr> <td>Total Began Courses 2016/17</td> <td>333</td> </tr> <tr> <td>Mental health nursing</td> <td>62</td> </tr> <tr> <td>Learning Disability Nursing</td> <td>n/a</td> </tr> <tr> <td>Children's nursing</td> <td>23</td> </tr> <tr> <td>Adult nursing</td> <td>248</td> </tr> </table>	Total Began Courses 2016/17	333	Mental health nursing	62	Learning Disability Nursing	n/a	Children's nursing	23	Adult nursing	248	
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	If applicable - How many undergraduate students <u>began</u> four-year pre-registration nursing degree courses [in any field of nursing] at your university in the academic year 2015/16?	LJMU did not offer a four-year pre-registration nursing degree courses [in any field of nursing] in the academic year 2015/16?																																																	
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		1516	Other Black background	<5
		1617	White	150
		1617	Arab	11
		1617	Black or Black British - African	8
		1617	Chinese	6
		1617	Asian or Asian British - Bangladeshi	5
		1617	Other Asian background	<5
		1617	Information refused	<5
		1617	Asian or Asian British - Indian	<5
		1617	Asian or Asian British - Pakistani	<5
		1617	Mixed - White & Black African	<5
		1617	Black or Black British - Caribbean	<5
		1617	Other Black background	<5
		1617	Other Mixed background	<5
		1718	White	89
		1718	Other Asian background	10
		1718	Arab	8
		1718	Asian or Asian British - Bangladeshi	8
		1718	Black or Black British - African	6
		1718	Asian or Asian British - Pakistani	<5
		1718	Chinese	<5
		1718	Other Ethnic background	<5
		1718	Asian or Asian British - Indian	<5
		1718	Black or Black British - Caribbean	<5
		1718	Information refused	<5

		1718	Mixed - White & Asian	<5
		1718	Other Black background	<5
		1718	Other Mixed background	<5
		1819	White	126
		1819	Black or Black British - African	9
		1819	Other Asian background	7
		1819	Chinese	6
		1819	Arab	5
		1819	Asian or Asian British - Pakistani	<5
		1819	Information refused	<5
		1819	Asian or Asian British - Bangladeshi	<5
		1819	Asian or Asian British - Indian	<5
		1819	Mixed - White & Asian	<5
		1819	Black or Black British - Caribbean	<5
		1819	Other Black background	<5
		1819	Other Ethnic background	<5
		1920	White	97
		1920	Arab	6
		1920	Chinese	6
		1920	Other Mixed background	5
		1920	Black or Black British - African	<5
		1920	Other Asian background	<5
		1920	Other Black background	<5
		1920	Black or Black British - Caribbean	<5
		1920	Other White background.	<5

		1920	Asian or Asian British - Indian	<5
		1920	Asian or Asian British - Pakistani	<5
		1920	Information refused	<5
		1920	Mixed - White & Black African	<5
		1920	Mixed - White & Black Caribbean	<5
		1920	Other Ethnic background	<5
		Can we get a breakdown by ethnicity of all newly starting PHD students, for each of the following five academic years: a) 2015/16 b) 2016/17 c) 2017/18 d) 2018/19 e) 2019/20		
HESA_Year	Ethnicity		Headcount	
1516	White		26	
1516	Arab		<5	
1516	Other Asian background		<5	
1516	Asian or Asian British - Pakistani		<5	
1516	Black or Black British - African		<5	
1516	Other Ethnic background		<5	
1617	White		51	
1617	Arab		5	
1617	Asian or Asian British - Bangladeshi		<5	
1617	Black or Black British - African		<5	
1617	Chinese		<5	
1617	Asian or Asian British - Indian		<5	
1617	Information refused		<5	
1617	Mixed - White & Black African		<5	
1617	Other Mixed background		<5	
1718	White		37	
1718	Other Asian background		7	
1718	Black or Black British - African		<5	

		1718	Asian or Asian British - Bangladeshi	<5
		1718	Arab	<5
		1718	Asian or Asian British - Indian	<5
		1718	Asian or Asian British - Pakistani	<5
		1718	Black or Black British - Caribbean	<5
		1718	Chinese	<5
		1718	Information refused	<5
		1718	Other Black background	<5
		1819	White	78
		1819	Black or Black British - African	9
		1819	Chinese	6
		1819	Other Asian background	6
		1819	Arab	5
		1819	Asian or Asian British - Pakistani	<5
		1819	Asian or Asian British - Bangladeshi	<5
		1819	Information refused	<5
		1819	Mixed - White & Asian	<5
		1819	Black or Black British - Caribbean	<5
		1819	Other Black background	<5
		1819	Other Ethnic background	<5
		1920	White	81
		1920	Arab	6
		1920	Chinese	6
		1920	Other Mixed background	5
		1920	Black or Black British - African	<5

		1920	Other Asian background	<5
		1920	Other Black background	<5
		1920	Black or Black British - Caribbean	<5
		1920	Asian or Asian British - Indian	<5
		1920	Asian or Asian British - Pakistani	<5
		1920	Information refused	<5
		1920	Mixed - White & Black African	<5
		1920	Mixed - White & Black Caribbean	<5
		1920	Other Ethnic background	<5
		1920	Other White background.	<5
	Can we get a breakdown by ethnicity of both i) all applicants to PHD student roles ii) successful applicants to PHD student roles - for the following five academic years: a) 2015/16 b) 2016/17 c) 2017/18 d) 2018/19 e) 2019/20	We do not hold this data.		
	Can we get a breakdown by ethnicity of all of the panels which decide on PHD applications? Is there an internal policy or guidance on the make-up of panels which decide on PHD applications? If so, could you please disclose this information	<p>PHD Scholarship panels are chaired both centrally by the University and by each of the institutions faculty's.</p> <p>We identified those individuals who had sat on such a panel in the last year and then identified their ethnicity from HR equality records. The list of panel members will change each year.</p>		

Ethnicity	No.
Arab	<5
Asian	5
Black	<5
Chinese	<5
No information held	<5
White	65
Grand Total	78

All policy in relation to awarding of PHD scholarships is set out in the LJMU Admission Policy:

<https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/8.pdf?la=en>

In addition we have located local guidance on the process within the Science Faculty. This can be located at Annex 1.

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, 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.

20/142	<p>Your Request</p> <p>I was wondering what the percentage of international students are versus EU students?</p>	<p>LJMU Response</p> <p>This information is available to you via the Higher Education Statistics Agency (HESA) website. Please find the details within the “non-UK domiciled students table” on this page: https://www.hesa.ac.uk/data-and-analysis/students/where-from. You can filter the results to just show those from LJMU using the Search by “HE Provider Box”.</p>	
20/144	<p>Your Request</p> <p>I request a copy of the quarterly public records from 1Q 2010 through the most recent available report for the following information, preferably in Excel or PDF format.</p> <ol style="list-style-type: none"> 1. Names and vintage years of all private equity, venture capital, mezzanine, distressed, real estate/REIT, debt and infrastructure partnerships in Liverpool John Moores University Endowment's portfolio. 2. Commitments made to each partnership 3. Contributions drawn down since inception. 4. Distributions made to Liverpool John Moores University Endowment to date by each individual partnership. 5. Net Asset Value of each partnership. 6. Internal rates of return (IRRs) for each partnership with and without the use of credit facility. Please note if the IRRs are not net. 	<p>LJMU Response</p> <p>LJMU does not hold this information.</p>	

7. Investment multiple (TV/PI) for each individual partnership.		
8. The dollar amount of "total management fees and costs paid" for each individual partnership.		
9. Date as of which all the above data was calculated.		
10. Names of all alternative asset partnerships partially and fully sold by Liverpool John Moores University Endowment, including date of sale.		
11. For each fund, please indicate whether or not the fund uses Subscription Credit Facilities.		
I also request a copy of any documents which contain some or all of the following information:		
12. Names of all hedge fund holdings (including hedge fund of funds) in Liverpool John Moores University Endowment's portfolio.		
13. Month by Month Market Value for each hedge fund holding (including hedge fund of funds) since Liverpool John Moores University Endowment's initial investment up to the most recent available report.		
14. Month by Month Contributions to each hedge fund holding (including hedge fund of funds) since Liverpool John Moores University Endowment's initial investment up to the most recent available report.		
15. Month by Month Returns (net of fees) earned by Liverpool John Moores University Endowment for each hedge fund holding (including hedge fund of funds) since initial		

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20/145	<table border="1"> <thead> <tr> <th>Your Request (Following FOI 20_119)</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td> <p>1.) Can you please clarify your responses and in particular what is happening with items like:</p> <ul style="list-style-type: none"> - telephones - desktops - screens - keyboards - coffee machines - servers -switches -routers -conference room equipment </td> <td> <p>Our E-Waste disposal contract covers the following items with data bearing media (non-exhaustive list) :</p> <ul style="list-style-type: none"> • Back-Up Devices. • Combi PC. • Copiers / Plotters. • Desktop PC. • Laptop. • Loose Hard Drives. • Printer / Fax. • Servers / Storage Arrays. • Switches / Routers. • Telephony Equipment. • Terminals / Thin Clients • All PC parts “(collectively referred to as Items”) <p>After all data is securely wiped or destroyed in an approved manner.</p> <p>The supplier then undertakes to refurbish all data bearing IT Items whenever possible and once refurbished, to donate at least 25% of such items to people on relatively low income. Those items not donated will either be sold at a relatively low price to people who are able to afford a refurbished PC/computer equipment or recycled without being refurbished.</p> </td> </tr> </tbody> </table>			Your Request (Following FOI 20_119)	LJMU Response	<p>1.) Can you please clarify your responses and in particular what is happening with items like:</p> <ul style="list-style-type: none"> - telephones - desktops - screens - keyboards - coffee machines - servers -switches -routers -conference room equipment 	<p>Our E-Waste disposal contract covers the following items with data bearing media (non-exhaustive list) :</p> <ul style="list-style-type: none"> • Back-Up Devices. • Combi PC. • Copiers / Plotters. • Desktop PC. • Laptop. • Loose Hard Drives. • Printer / Fax. • Servers / Storage Arrays. • Switches / Routers. • Telephony Equipment. • Terminals / Thin Clients • All PC parts “(collectively referred to as Items”) <p>After all data is securely wiped or destroyed in an approved manner.</p> <p>The supplier then undertakes to refurbish all data bearing IT Items whenever possible and once refurbished, to donate at least 25% of such items to people on relatively low income. Those items not donated will either be sold at a relatively low price to people who are able to afford a refurbished PC/computer equipment or recycled without being refurbished.</p>
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		<p>Any surplus funds generated from the sale of refurbished PCs will be used in furtherance of the suppliers charitable objects; specifically the relief of financial hardship by the recycling and provision of household items, recycling and the use of recycled products and the reduction of unemployment.</p>	
	<p>2.) You wrote that you have a contract till 2022, who is it with ?</p>	<p>Bulky Bobs Office and Commercial Waste, a registered Charity (part of the FRC Group)</p>	
	<p>3.) Please send us all the information you hold about this contract.</p>	<p>We are not going to provide further details of the contract because this is likely to prejudice our commercial interests including our ability to obtain best value for money during future tendering exercises. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.</p>	
<p>20/146</p>	<p>Your Request (1) For the financial years 2017/18, 2018/19 and 2019/20 and information available for 2020/21, 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 research funding (worth over £10,000) that have come from Chinese individuals, Chinese companies, Chinese</p>	<p>LJMU Response 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</p>	

	<p>charities, Chinese government departments/agencies, and other Chinese organisations.</p> <p>For each donation, gift, grant and research funding, I would like the following information:</p> <ul style="list-style-type: none"> - Provide the name of the Chinese individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/research funding - The date the university accepted such donation, gift, grant and research funding - The sum and description of the accepted donation, gift, grant and research funding - A description of what the donation, gift, grant and research funding was used for 	<p>and research funding records held since August 2017.</p> <p>Due to the volume of finance records over the 3 years you have requested the costs of the required analysis would be in excess of £450.</p>	
	<p>(2) Also, for the financial years 2017/18, 2018/19 and 2019/20 and information available for 2020/21, I would like to be provided with details on donations (worth over £10,000), gifts (worth over £10,000), grants (worth over £10,000) and research funding (worth over £10,000) that have come from Chinese individuals, Chinese companies, Chinese charities, Chinese government departments/agencies, and other Chinese organisations which have been rejected by the university.</p> <p>For each rejected donation, gift, grant and research funding, please provide the following information:</p>		

	<ul style="list-style-type: none"> - Provide the name of the Chinese individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/research funding - The date the university rejected such donation, gift, grant and research funding - The sum and description of the rejected donation, gift, grant and research funding - The reasons why the donation, gift, grant and research funding was rejected 											
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	<p>university email address between 1 January 2019 and 12 August 2020 inclusive.</p> <p>This request can be done by a simple search for *@tiktok.com and *@bytedance.com email addresses.</p>						
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	<p>Not all of these will be applicable to the organisation.</p> <p>For the different types of hosting services, can you provide me with the following information:</p> <ol style="list-style-type: none"> 1. Type of hosting – Dedicated, Co-Location, Cloud Hosting, Other? 2. Who is the supplier of the contract? If possible can you also provide me with the name of the vendor, if applicable? 3. What is the annual contract value for each contract? 4. What type of cloud environment? <ul style="list-style-type: none"> Private Cloud- a distinct and secure cloud based environment in which only the specified client can operate. Public Cloud - where cloud services are provided in a virtualised environment, constructed using pooled shared physical resources, and accessible over a public network such as the internet. Hybrid- integrated cloud service utilising both private and public clouds to perform distinct 		
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	<p>functions within the same organisation.</p> <p>5. What is the original start date of the contract agreement? If there are more than one contract please provide me with the start date for each contract.</p> <p>6. What is the actual expiry date of the contract agreement? If there are more than one contract please provide me with the expiry date for each contract.</p> <p>7. When will the organisation plan to review this contract? If there are more than one contract please provide me with the review date for each contract.</p> <p>8. What is the contract period in years? Please include whether the agreement has any extension periods?</p> <p>9. What services are provided under the contract? Please do not put hosting, information such as web hosting, file storage, hosted application. The more information the better,</p> <p>10. Can you please provide me with the contract officer responsible for this contract? Complete contact details if possible name, title, contact email and number.</p>		
20/150	<p>Your Request</p>		<p>LJMU Response</p>

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	<p>termination of employment, extra statutory or extra regulatory payments and maladministration cases.</p> <ul style="list-style-type: none"> o Special Severance Payments – these are paid to employees, contractors and others outside of normal statutory or contractual requirements when leaving employment in public service whether they resign, are dismissed or reach an agreed termination of contract 										
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<p>c) Where the final mark for a module was based on two or more components the weighting given to each component.</p>	<p>The weighting of different components varies from module to module. No changes were introduced to the respective weighting of the various mark components as a result of COVID-19.</p>	
<p>d) The steps taken by the University to prevent cheating and plagiarism, including 'contract cheating' (the use of commercial essay writing services)</p>	<p>The University uses Turnitin and similarity reports that help staff detect cheating and plagiarism. Details of our communication to students and policy concerning academic misconduct can be located in the Student Handbook and on our website: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/academic-misconduct</p>	
<p>e) If the University introduced a 'safety net' guaranteeing that a final-year student's overall average mark would not fall short of the average they had attained in exams and assessments taken prior to the pandemic, an outline of the policy.</p>	<p>Details of our "no detriment" policy can be found on our website: ljmu.ac.uk/academic-registry/student/no-detriment-framework-student</p>	
<p>f) Steps taken, if any, to ensure that grade inflation or deflation was kept to a minimum.</p>	<p>Following the COVID-19 public health emergency Law staff marked assessments according to the same marking criteria they use in normal circumstances and in accordance with our assessment policy. Details of our Academic Quality and Regulations policy's can be found on our</p>	

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	g) Were marks in any module or modules adjusted to ensure that they were more closely in line with the performance of candidates in previous years? If so, please identify the module(s) and the nature of the measure(s) adopted.	No.					
	h) Other measures adopted by the University to ensure that student achievement was reliably assessed, the standards of awards were secure and the awards held their value.	Student achievement was assessed reliably according to the same marking criteria used in previous years. We do not hold any other information within the scope of your request.					
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<p>1. Please provide a total figure for expenditure on staff parties for the financial year 2019-2020.</p> <p>Staff parties include, but are not limited to, leaving parties, anniversary parties, birthday parties and staff award ceremonies.</p>	<p>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 is unable to provide the information you seek without checking and reviewing all of the year's transactions in order to ascertain if any of them relate to staff parties. .</p> <p>Due to the length of time such manual analysis would take we estimate the costs of responding to the request to be in excess of £450.</p>						
20/155							

	Your Request	LJMU Response
	1. Does any of your energy come directly from a renewable source? If so, what percentage?	Yes, 100% of LJMU's electricity is sourced from renewable sources.
	2. Who is the energy supplier and are you on a green/renewable energy tariff with them?	Smartest Energy – all energy is 100% certified renewable.
	3. Are there any renewable energy schemes in place, or in the pipeline?	No
	4. Do you have any renewable installations on campus?	Our Byrom Street campus has an array of Solar PV panels on the roof.
20/156	Your Request	LJMU Response
	Would you be able to help me understand what data you hold on the use of animal products (meat, dairy and eggs) within the catering facilities at your organisation? Do you hold data on:	
	<ul style="list-style-type: none"> The quantities of animal products served? Yes/No 	Yes
	<ul style="list-style-type: none"> How many vegan/vegetarian meals are served? Yes/No 	Yes
	<ul style="list-style-type: none"> Does your organisation have any policies on the welfare standards 	

	that must be met by your animal product suppliers? Yes/No		
	<ul style="list-style-type: none"> Information on where animal products are sourced from? Yes/No 		
20/157	<p>Your Request</p> <p>The contract information sent by the organisation previously has now expired please can you provide me with a new update of the telephone maintenance contract:</p> <p>Please can you send me the following contract information with regards to the organisation's telephone system maintenance contract (VOIP or PBX, other) for hardware and Software maintenance and support if all the information is still the same besides the contracts dates please send just the new contract dates it would be much appreciated.</p> <ol style="list-style-type: none"> Contract Type: Maintenance, Managed, Shared (If so please state orgs) Existing Supplier: If there is more than one supplier please split each contract up individually. Annual Average Spend: The annual average spend for this contract and please provide the average spend over the past 3 years for each provider Hardware Brand: The primary hardware brand of the organisation's telephone system. Number of telephone users: Contract Duration: please include any extension periods. Contract Expiry Date: Please provide me with the day/month/year. Contract Review Date: Please provide me with the day/month/year. Application(s) running on PBX/VOIP systems: Applications that run on the actual PBX or VOIP system. E.g. Contact Centre, Communication Manager. Telephone System Type: PBX, VOIP, Lync etc Contract Description: Please provide me with a brief description of the overall service provided under this contract. Go to Market: How where these services procured, please provide me with either the tender notice or the framework reference number. Please specify if procured through other routes. Contact Detail: Of the person from with the organisation responsible for each contract full Contact details including full name, job title, direct contact number and direct email address. 		

	<p>If the service support area has more than one provider for telephone maintenance, then can you please split each contract up individually for each provider.</p> <p>If the contract is a managed service or is a contract that provides more than just telephone maintenance please can you send me all of the information specified above including the person from with the organisation responsible for that particular contract.</p> <p>If the maintenance for telephone systems is maintained in-house, please can you provide me with:</p> <ol style="list-style-type: none"> 1. Number of telephone Users: 2. Hardware Brand: The primary hardware brand of the organisation's telephone system. 3. Application(s) running on PBX/VOIP systems: Applications that run on the actual PBX or VOIP system. E.g. Contact Centre, Communication Manager. 4. Contact Detail: Of the person from with the organisation responsible for telephone maintenance full Contact details including full name, job title, direct contact number and direct email address. <p>Also, if the contract is due to expire please provide me with the likely outcome of the expiring contract.</p> <p>If this is a new contract or a new supplier please can you provide me with a short list of suppliers that bid on this service/support contract?</p> <p>LJMU Response</p> <p>This information is already available to you. Please check the IT Provision and Use document available in the FOI section of our website: 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</p>		
20/158	<p>Your Request</p> <p>The internal and external correspondence of the University regarding Learning Resource Network (LRN) and its English Language Test.</p>	<p>LJMU Response</p> <p>Please see the emails provided at Annex 1.</p>	

	<p>You will find this information from the Recruitment and Admissions, Immigration, Compliance Officer Academic Registry, International Office and I require internal and external correspondence such as to the UKVI or other Universities. I need the year 2020 correspondence and the year 2018.</p>	<p>The names and contact details of some LJMU staff have been redacted because it would not be fair to disclose these. S.40 (2) of the FOIA exempts from disclosure any personal data where to do so would breach the principles of the General Data Protection Regulation (GDPR).</p>																			
20/159	<table border="1"> <thead> <tr> <th data-bbox="324 587 985 627">Your Request</th> <th data-bbox="985 587 1635 627">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 627 985 798"> <p>Student chatbots</p> <p>Do you have any plans to deliver Student facing AI chatbot functionality?</p> </td> <td data-bbox="985 627 1635 798">No</td> </tr> <tr> <td data-bbox="324 798 985 837">If so, when would you want this to be available?</td> <td data-bbox="985 798 1635 837">N/A</td> </tr> <tr> <td data-bbox="324 837 985 938">Who is the head of Student Services or Digital engagement or equivalent and what is their email address?</td> <td data-bbox="985 837 1635 938">Janet Martin Business enquiries to ris@ljmu.ac.uk</td> </tr> <tr> <td data-bbox="324 938 985 1038">Who is the CIO or Head of IT and what is their email address?</td> <td data-bbox="985 938 1635 1038">Peter Ashton Business enquiries to ris@ljmu.ac.uk</td> </tr> <tr> <td data-bbox="324 1038 985 1177"> <p>Staff chatbots</p> <p>Do you have any plans to deliver staff facing AI chatbot functionality?</p> </td> <td data-bbox="985 1038 1635 1177">No</td> </tr> <tr> <td data-bbox="324 1177 985 1249">If so, when would you want this to be available?</td> <td data-bbox="985 1177 1635 1249">N/A</td> </tr> <tr> <td data-bbox="324 1249 985 1321">Who would be responsible for that and what is their email address?</td> <td data-bbox="985 1249 1635 1321">N/A</td> </tr> <tr> <td data-bbox="324 1321 985 1348">Standardising appointments</td> <td data-bbox="985 1321 1635 1348">No</td> </tr> </tbody> </table>			Your Request	LJMU Response	<p>Student chatbots</p> <p>Do you have any plans to deliver Student facing AI chatbot functionality?</p>	No	If so, when would you want this to be available?	N/A	Who is the head of Student Services or Digital engagement or equivalent and what is their email address?	Janet Martin Business enquiries to ris@ljmu.ac.uk	Who is the CIO or Head of IT and what is their email address?	Peter Ashton Business enquiries to ris@ljmu.ac.uk	<p>Staff chatbots</p> <p>Do you have any plans to deliver staff facing AI chatbot functionality?</p>	No	If so, when would you want this to be available?	N/A	Who would be responsible for that and what is their email address?	N/A	Standardising appointments	No
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Standardising appointments	No																				

	Are you planning on Standardising virtual appointments to replace drop in style meetings that students had access to prior to the pandemic? Which departments would this be for e.g. Student Services, Facilities, Well Being		
	If so, when would you want this to be available? Who would be responsible for that and what is their email address?	N/A	
20/161	Your Request Please could you provide the annual spend for the below suppliers from your last financial year August 2019 - July 2020?	LJMU Response Please see the table at Annex 1	
20/162	Your Request 1. The total number of your workforce as a whole. 2. The total number of staff who have died FROM Covid 19 within your organisation 3. The total number of staff who have been admitted to hospital as a result of Covid 19 4. The total number of staff who have been properly diagnosed with Covid 19 not requiring hospitalisation 5. The total number of staff who have had to take time off work through isolation procedures not counting when the offices were actually closed	LJMU Response 2616 0 0 8 175	
20/163	Your Request	LJMU Response	

	<p>If your organisation uses contingent workers (contractors, temps, freelancers), how many working currently across the organisation?</p> <p>What is the annual spend on contingent workers?</p> <p>If you have any framework and technology platform (Managed Service Programme or Provider /Vendor Management System) to manage the contingent workers?</p> <p>Through what government framework has the service been procured and when is it being retendered or up for renewal?</p> <p>Who is the incumbent Managed Service Provider and what Vendor Management System is being used?</p> <p>Who is the relevant point of contact in the organisation responsible for this process for any retender or renewal?</p>	<p>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 HR and Finance teams do not record the costs spent on contingent workers in a reportable format because they are accounted for under a wider cost code. We also do not hold a separate list of agency recruited posts.</p> <p>To ascertain how much had been spent, and the details of each role would require manual analysis of each invoice and HR file. Due to the volume of data held under this costs code over the 5 years you have requested the costs of manual analysis would be in excess of £450.</p>									
20/164	<table border="1"> <thead> <tr> <th data-bbox="324 925 985 965">Your Request</th> <th data-bbox="985 925 1635 965">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 965 985 1069">1) How many students accessed counselling services (face to face/ virtual) at your university in the academic year 2019/2020?</td> <td data-bbox="985 965 1635 1069">662</td> </tr> <tr> <td data-bbox="324 1069 985 1204">2) What was the average waiting time to access counselling services (face to face/ virtual) at your university in the academic year 2019/2020?</td> <td data-bbox="985 1069 1635 1204">Unfortunately we do not hold this information.</td> </tr> <tr> <td data-bbox="324 1204 985 1378">3) How many students were enrolled at your university in the academic year 2019/2020?</td> <td data-bbox="985 1204 1635 1378">This data is already available to you via the Higher Education Statistics Agency (HESA) website: https://www.hesa.ac.uk/data-and-analysis/students/where-study</td> </tr> </tbody> </table>	Your Request	LJMU Response	1) How many students accessed counselling services (face to face/ virtual) at your university in the academic year 2019/2020?	662	2) What was the average waiting time to access counselling services (face to face/ virtual) at your university in the academic year 2019/2020?	Unfortunately we do not hold this information.	3) How many students were enrolled at your university in the academic year 2019/2020?	This data is already available to you via the Higher Education Statistics Agency (HESA) website: https://www.hesa.ac.uk/data-and-analysis/students/where-study		
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		<p>Under the provisions of s.21 FOIA we are exempt from disclosure of information available to you by other means.</p>									
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		Some Lifestyle gyms (managed by LCC) are open, but others remain closed.																																																																																								
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Moderate to high (open)													
Moderate (cautious)													
Low to moderate (minimalist)													
Low (adverse / no appetite)													

3. Is there a specific committee or group which assesses risk within your institution – if yes, please provide the terms of reference.

4. Is a risk assessment completed prior to the implementation of a new project, venture, investment, product, or activity?

If yes:

5. Are risks generally classified based on impact vs probability or equivalent terminology? – Please will you provide any written guidance on how risks are classified and quantified at your institution?

If yes:

6. Please will you provide a breakdown of risk scoring at your institution (where this is not included within the guidance already requested)? i.e. quantifiable categories referenced above

Please will you also provide the following information for the academic years 2016-17 to 2018/19 inclusive? (see table below for further explanation):

- Number of risk assessments completed in relation to new projects, ventures, investments, products, or activities.
- Breakdown of risk assessment classifications of the above assessments, both prior to mitigation and with mitigation factored in; i.e. prior to mitigation, 12 risks classified as high, prior to mitigation, 5 high, 4 medium and 3 low.
- Number of new ventures, investments, products, or activities etc. which proceeded past the risk assessment phase, broken down by classification post mitigation (high, medium, low, or equivalent classification)
- Rationale for decision to proceed by number, broken down into the following categories: Equivalent or substantial risk associated with inaction / failure to proceed; Benefits of proceeding deemed to outweigh risks identified; Risks regarded as negligible; and other.

For ease of reference, a table has been included which has been partially populated to provide an example of how your data might be presented:

Financial year	Risk classification	Number of classified risks prior to mitigation	Number of classified risks post mitigation	Number of projects / ventures etc. which proceeded following risk assessment	Rationale for proceeding following risk assessment*			
					Equivalent or substantial risk associated with inaction / failure to proceed	Benefits of proceeding deemed to outweigh risks identified	Risks regarded as negligible	other
2018-19	High	12	5	3	2	1	0	0
	Medium	18	13	12	7	3	0	2
	Low	23	35	33	2	5	18	8
2017-18	High							
	Medium							
	Low							
2016-17	High							
	Medium							
	Low							

**where more than one rationale is associated with the same risk assessment please select the most appropriate*

I am happy to receive redacted documents from which I can extract these data myself.

If, for some reason, you are unable to complete the table or provide the documents which contain the information requested within the table, please will you provide an explanation for this.

For the entirety of this FoI request, partial completion is desirable as opposed to no data.

Financial:

Please provide the following information for the financial years, 2014-2-15 to 2018-2019 inclusive:

Financial year	Total income for the year	Surplus for the year	Liquidity days at year end	Operating expenditure	Capital expenditure	Total expenditure	Borrowing within the year	Total debt	Total equity
2014-15									

	2015-16															
	2016-17															
	2017-18															
	2018-19															
	LJMU Response															
	<p>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 does not record the data required for question 6 in an easy to report format.</p> <p>To ascertain the data required would require manual analysis of many projects ventures, investments, products, or activities. Due to the volume of projects over the 3 years you have requested the costs of manual analysis would be in excess of £450.</p> <p>I can however advice that the terms of reference of all our Governance Committees can be found on our website here: https://www.ljmu.ac.uk/about-us/structure/governance-and-charitable-status</p> <p>Detailed financial information is available in our published financial statements. These can be found on our website: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p>															
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What proportion of the Operating Costs (excluding staff costs) of the University belongs	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															

	to Marketing and Student Recruitment? (For FY 17, 18 and 19)	<p>consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA</p> <p>The University recruits students in a very competitive marketplace and considers that no public interest would be served by the disclosure of this information.</p>	
20/169	<p>Your Request</p> <p>What proportion of the Marketing and Student recruitment spend is on advertising for student recruitment for FY 17, 18 and 19?</p> <p>((Advertising could include Online (Social media, Google PPC, Adwords other third party media) , print, out of home (billboards, tube advertising etc.), in home (radio, tv), third party media))</p>	<p>LJMU Response</p> <p>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</p> <p>The University recruits students in a very competitive marketplace and considers that no public interest would be served by the disclosure of this information.</p>	
20/170	<p>Your Request</p> <p>Telephony System</p> <ol style="list-style-type: none"> 1. What is your current telephony system? 2. How many users of the telephony system? 3. When is the contract up for renewal? 4. Are you considering or interested in Microsoft Teams Voice (Direct Routing)? 5. The name (separately) and email address of the primary contact for this contract? 6. Current annual spend? 	<p>LJMU Response</p> <p>Please see the IT Provision and Use document provided on our website at the following address:</p> <p>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</p>	

	<p>Mobile phone contracts</p> <ol style="list-style-type: none"> 1. Who is your current mobile phone provider? 2. How many mobile connections? 3. When is the contract up for renewal? 4. How long do you contract for (24 or 36 months)? 5. The name (separately) and email address of the primary contact for this contract? 6. Current annual spend? <p>Crown Commercial Services frameworks Do you procure through the Networks Services 2 framework? (RM3808 previously RM1045) If not, how do you procure mobiles and telecommunication services/solutions?</p>	<p>Under s.21 of the FOIA we are not obliged to provide you with information that is already available to you.</p>																													
20/171	<table border="1"> <thead> <tr> <th data-bbox="324 858 985 898">Your Request</th> <th colspan="2" data-bbox="985 858 1635 898">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 898 985 1374"> <p>Many thanks for providing this data. [provided under FOI 20_150]</p> <p>Whilst I appreciate it - would it also be possible to send over the raw data which these percentage values are based on?</p> <p>FOI 20_150</p> <p>Can we get a breakdown by ethnicity of all academic staff working at the university?</p> </td> <td colspan="2" data-bbox="985 898 1635 1374"> <table border="1"> <thead> <tr> <th data-bbox="985 930 1433 970">Ethnic Origin</th> <th data-bbox="1433 930 1635 970">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="985 970 1433 1010">Arab</td> <td data-bbox="1433 970 1635 1010">19</td> </tr> <tr> <td data-bbox="985 1010 1433 1050">Asian - Bangladeshi</td> <td data-bbox="1433 1010 1635 1050">4</td> </tr> <tr> <td data-bbox="985 1050 1433 1090">Asian - Indian</td> <td data-bbox="1433 1050 1635 1090">12</td> </tr> <tr> <td data-bbox="985 1090 1433 1129">Asian - Pakistani</td> <td data-bbox="1433 1090 1635 1129">18</td> </tr> <tr> <td data-bbox="985 1129 1433 1169">Asian Other</td> <td data-bbox="1433 1129 1635 1169">19</td> </tr> <tr> <td data-bbox="985 1169 1433 1209">Black African</td> <td data-bbox="1433 1169 1635 1209">21</td> </tr> <tr> <td data-bbox="985 1209 1433 1249">Black British</td> <td data-bbox="1433 1209 1635 1249">7</td> </tr> <tr> <td data-bbox="985 1249 1433 1289">Black Caribbean</td> <td data-bbox="1433 1249 1635 1289">4</td> </tr> <tr> <td data-bbox="985 1289 1433 1329">Chinese</td> <td data-bbox="1433 1289 1635 1329">34</td> </tr> <tr> <td data-bbox="985 1329 1433 1369">Chinese - Other</td> <td data-bbox="1433 1329 1635 1369">1</td> </tr> </tbody> </table> </td> </tr> </tbody> </table>			Your Request	LJMU Response		<p>Many thanks for providing this data. [provided under FOI 20_150]</p> <p>Whilst I appreciate it - would it also be possible to send over the raw data which these percentage values are based on?</p> <p>FOI 20_150</p> <p>Can we get a breakdown by ethnicity of all academic staff working at the university?</p>	<table border="1"> <thead> <tr> <th data-bbox="985 930 1433 970">Ethnic Origin</th> <th data-bbox="1433 930 1635 970">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="985 970 1433 1010">Arab</td> <td data-bbox="1433 970 1635 1010">19</td> </tr> <tr> <td data-bbox="985 1010 1433 1050">Asian - Bangladeshi</td> <td data-bbox="1433 1010 1635 1050">4</td> </tr> <tr> <td data-bbox="985 1050 1433 1090">Asian - Indian</td> <td data-bbox="1433 1050 1635 1090">12</td> </tr> <tr> <td data-bbox="985 1090 1433 1129">Asian - Pakistani</td> <td data-bbox="1433 1090 1635 1129">18</td> </tr> <tr> <td data-bbox="985 1129 1433 1169">Asian Other</td> <td data-bbox="1433 1129 1635 1169">19</td> </tr> <tr> <td data-bbox="985 1169 1433 1209">Black African</td> <td data-bbox="1433 1169 1635 1209">21</td> </tr> <tr> <td data-bbox="985 1209 1433 1249">Black British</td> <td data-bbox="1433 1209 1635 1249">7</td> </tr> <tr> <td data-bbox="985 1249 1433 1289">Black Caribbean</td> <td data-bbox="1433 1249 1635 1289">4</td> </tr> <tr> <td data-bbox="985 1289 1433 1329">Chinese</td> <td data-bbox="1433 1289 1635 1329">34</td> </tr> <tr> <td data-bbox="985 1329 1433 1369">Chinese - Other</td> <td data-bbox="1433 1329 1635 1369">1</td> </tr> </tbody> </table>		Ethnic Origin	Total	Arab	19	Asian - Bangladeshi	4	Asian - Indian	12	Asian - Pakistani	18	Asian Other	19	Black African	21	Black British	7	Black Caribbean	4	Chinese	34	Chinese - Other	1
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	<p>Can we get a breakdown by ethnicity of all academic staff on fixed term contracts - including fixed term contracts due to end at the end of the academic year 2019/2020?</p> <p>Can we get a breakdown by ethnicity of all academic staff who are leaving the university at the end of the academic year 2019/2020?</p>	<p>We are not able to provide you with further details beyond the percentages that we provided you with on 8th September in response to FOI 20_150.</p> <p>This is because to do so could allow personal data of individuals to be inferred because of the small number of individuals in certain categories. As we have provided you with the exact percentages of individuals with a certain characteristic in each category, by providing the total amount of people in each category a collage of information is created from which an exact number of individuals could be inferred.</p>																												

		Under S.40(2) of the FOIA, a public body is exempt from disclosure of any information where to do so could be in breach of the principles of the General Data Protection Regulation.																																					
20/172	<p>Your Request</p> <p>I would like to request information on the gender of the student population on the BA (Hons) Audio and Music Production, BA (Hons) Musical Theatre Practice, and any other music courses offered at the university during the academic years: 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020.</p> <p>This could be provided as absolute numbers, rounded numbers, and/or as proportional data.</p>	<p>LJMU Response</p> <table border="1" data-bbox="1003 528 1525 970"> <thead> <tr> <th colspan="3">BSH.Audio and Music Production</th> </tr> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>2015/16</td> <td>54</td> <td>7</td> </tr> <tr> <td>2016/17</td> <td>48</td> <td>9</td> </tr> <tr> <td>2017/18</td> <td>49</td> <td>10</td> </tr> <tr> <td>2018/19</td> <td>45</td> <td>6</td> </tr> <tr> <td>2019/20</td> <td>46</td> <td>7</td> </tr> </tbody> </table> <table border="1" data-bbox="1003 1015 1525 1366"> <thead> <tr> <th colspan="3">BSHF.Audio and Music Production (Foundation year)</th> </tr> <tr> <th></th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>11</td> <td>5</td> </tr> <tr> <td>2018/19</td> <td>14</td> <td><5</td> </tr> <tr> <td>2019/20</td> <td>12</td> <td><5</td> </tr> </tbody> </table>	BSH.Audio and Music Production				Male	Female	2015/16	54	7	2016/17	48	9	2017/18	49	10	2018/19	45	6	2019/20	46	7	BSHF.Audio and Music Production (Foundation year)				Male	Female	2017/18	11	5	2018/19	14	<5	2019/20	12	<5	
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	<p>this year or next year despite meeting their offer with their CAGs?</p> <p>For both questions, I would like data as of start of university term please.</p>	<p>updated CAG's were received. Due to the volume of these cases the costs of manual analysis would be in excess of £450.</p>	
20/174	<p>Your Request</p> <p>Further to the response, [to FOI 20_003] Bagnall & Morris waste contracts are expired. Can you please confirm whether this contract is extended or replaced by any other supplier.</p>	<p>LJMU Response</p> <p>This contract has been extended to July 2021 due to the impact of Covid-19.</p>	
20/175	<p>Your Request</p> <p>1) When [year] did the University join the Race Equality Charter?</p> <p>2) What is its current status (member or award holder)?</p> <p>3) If an award holder, when [year] was the award given for the first time?</p>	<p>LJMU Response</p> <p>2016</p> <p>Member</p> <p>N/A</p>	
20/177	<p>Your Request</p> <p>Between 1 March to 20 September 2020, how many staff have been furloughed at the University?</p> <p>Which departments and teams did these staff work in? Please be as specific as possible. If possible, I would like a breakdown of how many staff were furloughed in each department/team</p>	<p>LJMU Response</p> <p>Zero (0)</p> <p>N/A</p>	

	How many of these staff are now back at work full-time?	N/A							
	In the same time period, how many staff members have the University made redundant?	Twelve (12). These were either voluntary redundancies or due to the end of a fixed term contract – these processes were on-going and planned and not related to COVID-19 disruption.							
	Which departments and teams did these staff work in? Please be as specific as possible. If possible, I would like a breakdown of how many staff were furloughed in each department/team.	Within this twelve there were less than five individuals from any one department. We will not provide information from which personal data about an individual could be inferred. Under section 40(2) of the FOIA public bodies are exempt from disclosing any information that would breach the principles of the General Data Protection Regulation.							
	Does the University have a redeployment scheme, and if so, in the same time period, how many staff members have been redeployed and to which departments/teams?	Yes, LJMU has redeployment scheme. Less than five individuals were redeployed during this period							
20/178	<table border="1"> <thead> <tr> <th data-bbox="324 997 985 1045">Your Request</th> <th data-bbox="985 997 1635 1045">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1045 985 1204">1. The Risk Assessment document pertaining to the provision of education within the University's sites and remotely.</td> <td data-bbox="985 1045 1635 1204">LJMU's Risk assessments relating to COVID-19 can be found on our website at the following address: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment</td> </tr> <tr> <td data-bbox="324 1204 985 1377">2. The Risk Assessment document that addresses the risks associated with the large movement of students from within and out[side] the UK to the Liverpool.</td> <td data-bbox="985 1204 1635 1377">We do not hold this information.</td> </tr> </tbody> </table>	Your Request	LJMU Response	1. The Risk Assessment document pertaining to the provision of education within the University's sites and remotely.	LJMU's Risk assessments relating to COVID-19 can be found on our website at the following address: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment	2. The Risk Assessment document that addresses the risks associated with the large movement of students from within and out[side] the UK to the Liverpool.	We do not hold this information.		
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	<p>3. The Risk Assessment document pertaining to the return of students and the use of accommodation and facilities by new students and returning students.</p>	<p>LJMU does not own any student accommodation and therefore does not have a risk assessment document pertaining to this.</p>							
	<p>4. The provision for physical and wellbeing support for students who are required to isolate, as detailed in the UK Governments Guidance (link below). In particular the plan that covers the following parts of the Gov's Guidance: <i>"Institutions and building managers of private halls will need to design procedures with their staff to ensure that self-isolating students can receive the food and medicines they need for the duration of their isolation. This is especially important for disabled students."</i> and <i>"Staying at home for a prolonged period can be difficult, particularly if there is no access to outside space. It is important to take care of mental as well as physical health and seek support if needed."</i></p>	<p>Our advice to students can be found on our website at the following address: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-students/self-isolate</p>							
20/179	<table border="1"> <thead> <tr> <th data-bbox="324 1029 985 1069">Your Request</th> <th data-bbox="985 1029 1635 1069">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1069 985 1340"> <p>Can you please advise the name and contact details for the following :-</p> <p>Principal</p> </td> <td data-bbox="985 1069 1635 1340"> <p>Professor Ian Campbell Vice Chancellor LJMU Tithebarn St Liverpool L2 2QP T: 0151 231 2121</p> </td> </tr> <tr> <td data-bbox="324 1340 985 1374"> <p>Head of Waste</p> </td> <td data-bbox="985 1340 1635 1374"> <p>Mark Nevitt</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>Can you please advise the name and contact details for the following :-</p> <p>Principal</p>	<p>Professor Ian Campbell Vice Chancellor LJMU Tithebarn St Liverpool L2 2QP T: 0151 231 2121</p>	<p>Head of Waste</p>	<p>Mark Nevitt</p>		
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	Head of Facilities Head of Estates The Environment	LJMU Tithebarn St Liverpool L2 2QP T: 0151 231 2121													
20/180	<p>Your Request</p> <p>Reports of sexual harassment/abuse/violence which have occurred on campus grounds (which constitutes University grounds, buildings such as student unions, libraries, lecture buildings, and student halls) or harassment which has occurred online, during the period of 2016/2017, 2017/2018, 2018/2019 and 2019/2020.</p>	<p>LJMU Response</p> <table border="1"> <tr> <td>2016/17</td> <td>0</td> </tr> <tr> <td>2017/18</td> <td>0</td> </tr> <tr> <td>2018/19</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>0</td> </tr> </table> <p>No formal reports have been received by our Student Governance Team. Please note that LJMU does not own any accommodation and therefore the scope of this response is limited to LJMU teaching and office buildings. .</p>	2016/17	0	2017/18	0	2018/19	0	2019/20	0					
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20/181	<p>Your Request</p> <p>In respect of <i>each</i> of the LLB core modules / subjects required for a Qualifying Law Degree from the University ('the foundations of legal knowledge'):</p> <p>(i) the average final mark awarded to candidates in 2018</p> <p>(ii) The average final mark awarded to candidates in 2019</p>	<p>LJMU Response</p> <table border="1"> <thead> <tr> <th>Course Title</th> <th>2018</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td>Criminal Law</td> <td>46</td> <td>47</td> <td>47</td> </tr> <tr> <td>Contract Law</td> <td>47</td> <td>43</td> <td>39</td> </tr> </tbody> </table>	Course Title	2018	2019	2020	Criminal Law	46	47	47	Contract Law	47	43	39	
Course Title	2018	2019	2020												
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	(iii) the average final mark awarded to candidates in 2020	Equity and Trusts	51	46	46		
		Foundations of Law	50	52	45		
		Independent Learning and Legal Skills	48	55	50		
		Law of the EU	45	49	44		
		Land Law	50	52	56		
		Law of Tort	43	41	44		
		Public Law	43	39	42		
		Remedies in Contract, Tort & Restitution	54	47	48		
	(iv) the percentage of candidates awarded a final mark of 40% or above in 2018	(v) the percentage of candidates awarded a final mark of 40% or above in 2019	(vi) the percentage of candidates awarded a final mark of 40% or above in 2020	Course Title	2018	2019	2020
				Contract Law	80.7	73	68.1
				Criminal Law	84.4	82.1	84.2
				Equity and Trusts	85.8	77.7	82.6
				Foundations of Law	82.2	85.6	79.3
				Independent Learning and Legal Skills	80.7	90	81.8
				Land Law	85.3	85.3	93.4
Law of the EU				78.2	88.4	78.5	
Law of Tort				75.2	73.7	81.4	
Public Law				80.9	72.7	75	
Remedies in Contract, Tort & R Restitution	87.8	82	88.4				

	<p>Please note: where assessment consists of different components (eg assignments and examinations) the 'final mark' is the aggregated, weighted mark awarded for the module / subject.</p>																																										
20/182	<table border="1"> <thead> <tr> <th data-bbox="324 454 985 486">Your Request</th> <th data-bbox="985 454 1635 486">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 486 985 805"> <p>Total number of spam/malicious emails blocked by your organisation over the last 9 months January 2020 – September 2020.</p> <p>Please break the data down per month.</p> </td> <td data-bbox="985 486 1635 805"> <table border="1"> <tr><td>Jan</td><td>9162416</td></tr> <tr><td>Feb</td><td>8304069</td></tr> <tr><td>Mar</td><td>9959092</td></tr> <tr><td>Apr</td><td>7693611</td></tr> <tr><td>May</td><td>7384965</td></tr> <tr><td>Jun</td><td>6492750</td></tr> <tr><td>Jul</td><td>7550518</td></tr> <tr><td>Aug</td><td>5796465</td></tr> <tr><td>Sep</td><td>7471557</td></tr> </table> </td> </tr> <tr> <td data-bbox="324 805 985 1366"> <p>Please could you also provide a category for the malicious emails? e.g. 2,300 phishing emails, 3,000 ransomware attempts, 5,000 spam/junk emails, 3,400 anti-virus blocks, 2,000 malware.</p> </td> <td data-bbox="985 805 1635 1366"> <p>In the months January 2020 to September 2020, our system reported blocked emails under the following categories:</p> <table border="1"> <tr><td>Ransomware</td><td>117</td></tr> <tr><td>Malware</td><td>3555</td></tr> <tr><td>Analysed Advanced Threats</td><td>1719</td></tr> <tr><td>Business Email Compromise</td><td>1611</td></tr> <tr><td>Phishing</td><td>7848</td></tr> <tr><td>Web Reputation</td><td>11265</td></tr> <tr><td>Spam</td><td>1328195</td></tr> <tr><td>Graymail</td><td>1139849</td></tr> </table> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>Total number of spam/malicious emails blocked by your organisation over the last 9 months January 2020 – September 2020.</p> <p>Please break the data down per month.</p>	<table border="1"> <tr><td>Jan</td><td>9162416</td></tr> <tr><td>Feb</td><td>8304069</td></tr> <tr><td>Mar</td><td>9959092</td></tr> <tr><td>Apr</td><td>7693611</td></tr> <tr><td>May</td><td>7384965</td></tr> <tr><td>Jun</td><td>6492750</td></tr> <tr><td>Jul</td><td>7550518</td></tr> <tr><td>Aug</td><td>5796465</td></tr> <tr><td>Sep</td><td>7471557</td></tr> </table>	Jan	9162416	Feb	8304069	Mar	9959092	Apr	7693611	May	7384965	Jun	6492750	Jul	7550518	Aug	5796465	Sep	7471557	<p>Please could you also provide a category for the malicious emails? e.g. 2,300 phishing emails, 3,000 ransomware attempts, 5,000 spam/junk emails, 3,400 anti-virus blocks, 2,000 malware.</p>	<p>In the months January 2020 to September 2020, our system reported blocked emails under the following categories:</p> <table border="1"> <tr><td>Ransomware</td><td>117</td></tr> <tr><td>Malware</td><td>3555</td></tr> <tr><td>Analysed Advanced Threats</td><td>1719</td></tr> <tr><td>Business Email Compromise</td><td>1611</td></tr> <tr><td>Phishing</td><td>7848</td></tr> <tr><td>Web Reputation</td><td>11265</td></tr> <tr><td>Spam</td><td>1328195</td></tr> <tr><td>Graymail</td><td>1139849</td></tr> </table>	Ransomware	117	Malware	3555	Analysed Advanced Threats	1719	Business Email Compromise	1611	Phishing	7848	Web Reputation	11265	Spam	1328195	Graymail	1139849		
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20/184	<p>Your Request</p> <p>Since the start of this academic year (Sept 2020) how many complaints have been received by your accommodation office about the standard of student accommodation where part of the complaint has made specific reference to the fact that the accommodation is not worth the price being charged for it, or a reduction in its price should be made to reflect the apparent defects?</p> <p>In relation to the most recent three such complaints please provide me with an exact transcript of the complaint as you received it, although I accept the name and address of the complainant as well as any other personal details will have to be redacted to comply with S.40 of the Fol Act.</p>	<p>LJMU Response</p> <p>We do not hold this information because LJMU does not own or operate any student accommodation.</p>	
20/185	<p>Your Request</p> <p>Please can you provide the following information in relation to your Outsourced Catering and Cleaning Contracts? Where your organisation does not currently outsource these provisions please can you reply to that effect?</p> <p>Outsourced Catering</p> <ul style="list-style-type: none"> • Contract Start Date • Contract End Date • Provision for any extensions to the contract term 	<p>LJMU Response</p> <p>LJMU does not outsource its catering or cleaning services.</p>	

	<ul style="list-style-type: none"> • The supplier(s) name(s) • The annual cost of the services Outsourced Cleaning • Contract Start Date • Contract End Date • Provision for any extensions to the contract term • The supplier(s) name(s) • The annual cost of the services 										
20/186	<table border="1"> <thead> <tr> <th data-bbox="324 603 985 643">Your Request</th> <th data-bbox="985 603 1635 643">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 643 985 1252"> <p>I am doing some research on algorithms used to award degree classifications from 2004/05 to 2013/14.</p> <p>I can see the information provided on the algorithm used at Liverpool John Moores University is only available under the current academic regulations at https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework.</p> <p>Is it possible for you to provide information on the grading algorithms used between 2004/05 and 2013/14?</p> <p>In particular, I am interested in the following:</p> </td> <td data-bbox="985 643 1635 1396"> <p>The information you require is recorded in our Academic Regulations. These regulations are updated each year.</p> <p>Unfortunately the University does not hold archived copies of the final adopted versions of many of these documents. We moved to a new system of central storage of currant and archive policies and regulations in 2016. Prior to this records were only held by local teams.</p> <p>We have unfortunately only been able to locate a full copy of the 2004/5 regulations. This document can be found in Annex 1.</p> <p>After a search of our web archive we have also located a summary of the 2011/12 regulations which used to be available on the website that may be of interest to you. This document can be found in Annex 2.</p> </td> </tr> <tr> <td data-bbox="324 1252 985 1324"> <ul style="list-style-type: none"> • The weighting applied to each year or stage of a degree </td> <td data-bbox="985 1252 1635 1396"></td> </tr> <tr> <td data-bbox="324 1324 985 1396"> <ul style="list-style-type: none"> • The number of credits used within each stage (e.g. best 100 of 120, all 120, etc.) </td> <td data-bbox="985 1324 1635 1396"></td> </tr> </tbody> </table>			Your Request	LJMU Response	<p>I am doing some research on algorithms used to award degree classifications from 2004/05 to 2013/14.</p> <p>I can see the information provided on the algorithm used at Liverpool John Moores University is only available under the current academic regulations at https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework.</p> <p>Is it possible for you to provide information on the grading algorithms used between 2004/05 and 2013/14?</p> <p>In particular, I am interested in the following:</p>	<p>The information you require is recorded in our Academic Regulations. These regulations are updated each year.</p> <p>Unfortunately the University does not hold archived copies of the final adopted versions of many of these documents. We moved to a new system of central storage of currant and archive policies and regulations in 2016. Prior to this records were only held by local teams.</p> <p>We have unfortunately only been able to locate a full copy of the 2004/5 regulations. This document can be found in Annex 1.</p> <p>After a search of our web archive we have also located a summary of the 2011/12 regulations which used to be available on the website that may be of interest to you. This document can be found in Annex 2.</p>	<ul style="list-style-type: none"> • The weighting applied to each year or stage of a degree 		<ul style="list-style-type: none"> • The number of credits used within each stage (e.g. best 100 of 120, all 120, etc.) 	
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20/187	<table border="1"> <thead> <tr> <th data-bbox="331 906 987 943">Your Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 943 987 1380"> <p>I want to make a Freedom of Information request, could you please send me the following information with regards to the organisation's Mobile Phones contract.</p> <p>If there is more than one provider please split all the information including the annual average spend, number of connection, duration, contract dates and internal contact details.</p> <p>1. Network Provider(s) - Please provide me with the network provider name e.g. EE, Telefonica, Vodafone, Three</p> </td> </tr> </tbody> </table>	Your Request	<p>I want to make a Freedom of Information request, could you please send me the following information with regards to the organisation's Mobile Phones contract.</p> <p>If there is more than one provider please split all the information including the annual average spend, number of connection, duration, contract dates and internal contact details.</p> <p>1. Network Provider(s) - Please provide me with the network provider name e.g. EE, Telefonica, Vodafone, Three</p>	<table border="1"> <thead> <tr> <th data-bbox="987 906 1637 943">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 943 1637 1380"> <p>LJMU publishes information pertaining to its IT Provision and Use on its website at the following 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</p> <p>This information is updated annually. Under s.20 of the FOIA information that is already available to you is</p> </td> </tr> </tbody> </table>	LJMU Response	<p>LJMU publishes information pertaining to its IT Provision and Use on its website at the following 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</p> <p>This information is updated annually. Under s.20 of the FOIA information that is already available to you is</p>	
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	<p>2. Annual Average Spend for each Network Provider - Can you please provide me with the average annual spend over the last 3 years. If this is a new contract can you please provide the estimated annual spend.</p> <p>3. Number of Connections- Number of connections for each network provider. (number of voice only devices, voice and data devices, data only devices) please provide me with the breakdown and not the overall total.</p> <p>4. Duration of the contract- please state if the contract also includes contract extensions for each provider.</p> <p>5. Contract Start Date- please can you provide me with the start date of the signed agreement. Please do not provide me with the framework contract date I require the contract dates of the signed agreement. (if there are multiple start dates, could you please provide me with the earliest date for each provider)</p> <p>6. Contract Expiry Date- please can you provide me with the expiry date of the signed agreement. Please do not provide me with the framework contract date I require the contract dates of the signed agreement. If the contract is rolling please state.</p>		
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	<p>7. Contract Review Date- Please can you provide me with a date when the organisation plans to review this contract.</p> <p>8. The person in the organisation responsible for this particular contract. Can you send me the full contact details Contact Name, Job Title, Contact Number and direct email address for each network provider? If full contact details cannot be provided please send me their actual job title.</p> <p>9.If the mobile phone contract is provided by a managed contract please provide me with the actual name of the network provider along with the number of connections and the internal contact from within the organisation responsible for this contract.</p>																						
20/188	<table border="1"> <thead> <tr> <th data-bbox="324 925 985 965">Your Request</th> <th colspan="3" data-bbox="985 925 1635 965">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 965 985 1173">How many students have sought mental health support via the university since the start of term 2020 (September and October) to the most recent date you have? Please state the date you have gone up to.</td> <td data-bbox="985 965 1209 1173">1st Sept – 28th Oct</td> <td data-bbox="1209 965 1444 1173">Number of students accessing wider mental health Services</td> <td data-bbox="1444 965 1635 1173">Number of students accessing counselling</td> </tr> <tr> <td data-bbox="324 1173 985 1342">How many students sought mental health support via the university counselling services during the same period (September and October) in 2019, and 2018?</td> <td data-bbox="985 1173 1209 1204">2020</td> <td data-bbox="1209 1173 1444 1204">265</td> <td data-bbox="1444 1173 1635 1204">249</td> </tr> <tr> <td></td> <td data-bbox="985 1204 1209 1236">2019</td> <td data-bbox="1209 1204 1444 1236">291</td> <td data-bbox="1444 1204 1635 1236">492</td> </tr> <tr> <td></td> <td data-bbox="985 1236 1209 1268">2018</td> <td data-bbox="1209 1236 1444 1268">200</td> <td data-bbox="1444 1236 1635 1268">357</td> </tr> </tbody> </table>	Your Request	LJMU Response			How many students have sought mental health support via the university since the start of term 2020 (September and October) to the most recent date you have? Please state the date you have gone up to.	1st Sept – 28th Oct	Number of students accessing wider mental health Services	Number of students accessing counselling	How many students sought mental health support via the university counselling services during the same period (September and October) in 2019, and 2018?	2020	265	249		2019	291	492		2018	200	357		
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	<p>How many students are currently on a waiting list for mental health support? Please state how many were waiting at the same time in 2019 and 2018.</p>	<p>We do not hold this information</p>	
	<p>What is the current waiting time for help via university counselling services?</p>	<p>We do not hold this information</p>	
	<p>Has your university added any additional staff/ mental health funding and services in light of the coronavirus crisis? Please state what it is</p>	<p>LJMU has invested in SilverCloud and Togetherall to complement existing in-person services</p>	
<p>20/189</p>	<p>Your Request</p> <p>The information I'm requesting is regarding the software contracts that the organisation uses, for the following fields.</p> <p>Primary Customer Relationship Management Solution (CRM): For example, Salesforce, Lagan CRM, Microsoft Dynamics; software of this nature.</p> <p>1. Name of Supplier: Can you please provide me with the software provider for each contract?</p> <p>2. The brand of the software: Can you please provide me with the actual name of the software. Please do not provide me with</p>	<p>LJMU Response</p> <p>LJMU publishes information pertaining to its IT Provision and Use on its website at the following 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</p> <p>This information is updated annually. Under s.20 of the FOIA information that is already available to you is exempt from disclosure.</p>	

	<p>the supplier name again please provide me with the actual software name.</p> <p>3. Description of the contract: Can you please provide me with detailed information about this contract and please state if upgrade, maintenance and support is included.</p> <p>Please also list the software modules included in these contracts.</p> <p>4. Number of Users/Licenses: What is the total number of user/licenses for this contract?</p> <p>5. Annual Spend: What is the annual <u>average</u> spend for each contract?</p> <p>6. Contract Duration: What is the duration of the contract please include any available extensions within the contract.</p> <p>7. Contract Start Date: What is the start date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.</p> <p>8. Contract Expiry: What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or</p>		
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	<p>MM-YY.</p> <p>9. Contract Review Date: What is the review date of this contract? Please include month and year of the contract. If this cannot be provide please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY.</p> <p>10. Contact Details: I require the full contact details of the person within the organisation responsible for this particular software contract (name, job title, email, contact number).</p>										
20/190	<p>Your Request</p> <p>The number of accusations of bullying made by staff regarding other members of staff at the university in the calendar years 2017, 2018 and 2019.</p> <p>If it is not possible to provide this information in calendar years please provide it in academic years for 2017-18, 2018-19, 2019-20.</p> <p>Just to clarify I mean formal accusations</p>	<p>LJMU Response</p> <table border="1" data-bbox="996 941 1624 1085"> <thead> <tr> <th>Academic year</th> <th></th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>7</td> </tr> <tr> <td>2018/19</td> <td>6</td> </tr> <tr> <td>2019/20</td> <td>4</td> </tr> </tbody> </table>	Academic year		2017/18	7	2018/19	6	2019/20	4	
Academic year											
2017/18	7										
2018/19	6										
2019/20	4										
20/192	<p>Your Request</p> <p>Risk:</p> <ol style="list-style-type: none"> Does your institution have a risk appetite statement and, if yes, please will you submit a copy of this to me? Please use the table below to indicate your university's risk appetite 										

There is no uniform basis for universities to record their risk appetite, some might use a scale of 1-10 (low to high), some might broadly classify 'low, medium, high' and some might have sub categories in between. Where your own scale does not align in its entirety with the table below, please allocate the most appropriate rating, i.e. if recruitment is rated as having a risk limit of either 1-2 then this would be regarded as 'low', research however might tolerate a higher risk limit of up to 9, depending on the project and associated rewards, this should then be classified as 'high'. Classification of 7 would be regarded as 'moderate to high'. Where your institution uses different terminology to classify risk, please select the most appropriate equivalent from the table below. If your institution uses any other categories, please include this in an additional column and / or provide an explanation.

Risk appetite	Reputation	Communities and social responsibility / external relations	Compliance	Estates	Change management	Sustainability* (long term financial sustainability)	financial performance* (meeting targets)	Education and student experience	Research	People and culture	Enterprise	International development
High (hungry)												
Moderate to high (open)												
Moderate (cautious)												
Low to moderate (minimalist)												
Low (adverse / no appetite)												

3. Is there a specific committee or group which assesses risk within your institution – if yes, please provide the terms of reference.
4. Is a risk assessment completed prior to the implementation of a new project, venture, investment, product, or activity?
If yes:
5. Are risks generally classified based on impact vs probability or equivalent terminology? – Please will you provide any written guidance on how risks are classified and quantified at your institution?
If yes:
6. Please will you also provide the following information [see table at Annex 2] for the academic years 2016-17 to 2018/19 inclusive [and limited to the finance department]? (see table below for further explanation):
Number of risk assessments completed in relation to new projects, ventures, investments, products, or activities.
Breakdown of risk assessment classifications of the above assessments, both prior to mitigation and with mitigation factored in; i.e. prior to mitigation, 12 risks classified as high, prior to mitigation, 5 high, 4 medium and 3 low.
Number of new ventures, investments, products, or activities etc. which proceeded past the risk assessment phase, broken down by classification post mitigation (high, medium, low, or equivalent classification)
Rationale for decision to proceed by number, broken down into the following categories: Equivalent or substantial risk associated with inaction / failure to proceed; Benefits of proceeding deemed to outweigh risks identified; Risks regarded as negligible; and other.
- For ease of reference, a table has been included which has been partially populated to provide an example of how your data might be presented:

Financial year	Risk classification	Number of classified risks prior to mitigation	Number of classified risks post mitigation	Number of projects / ventures etc. which proceeded following risk assessment	Rationale for proceeding following risk assessment*			
					Equivalent or substantial risk associated with inaction / failure to proceed	Benefits of proceeding deemed to outweigh risks identified	Risks regarded as negligible	other
2018-19	High	12	5	3	2	1	0	0
	Medium	18	13	12	7	3	0	2
	Low	23	35	33	2	5	18	8
2017-18	High							
	Medium							
	Low							

2016-17	High								
	Medium								
	Low								

**where more than one rationale is associated with the same risk assessment please select the most appropriate*

I am happy to receive redacted documents from which I can extract these data myself.

If, for some reason, you are unable to complete the table or provide the documents which contain the information requested within the table, please will you provide an explanation for this.

For the entirety of this Fol request, partial completion is desirable as opposed to no data.

Financial:

Please provide the following information for the financial years, 2014-2-15 to 2018-2019 inclusive:

Financial year	Total income for the year	Surplus for the year	Liquidity days at year end	Operating expenditure	Capital expenditure	Total expenditure	Borrowing within the year	Total debt	Total equity
2014-15									
2015-16									
2016-17									
2017-18									
2018-19									

LJMU Response

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 does not record the data required for question 6 in an easy to report format.

To ascertain such data would require manual analysis of many projects, ventures, investments, products or activities. Due to the volume of projects within the finance department, it has been

	<p>estimated that to undertake a manual analysis over the 3 years you have requested would cost in excess of £450.</p> <p>To assist you, please note that any request including a question such as that at no.6 would not be possible to answer within the costs limit because of the large number of projects ventures, investments, products or activities undertaken by each directorate of the institution.</p> <p>I can however advice that the terms of reference of all our Governance Committees can be found on our website here: https://www.ljmu.ac.uk/about-us/structure/governance-and-charitable-status</p> <p>Detailed financial information is available in our published financial statements. These can be found on our website: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p>								
20/193	<table border="1"> <thead> <tr> <th data-bbox="324 783 987 820">Your Request</th> <th data-bbox="987 783 1635 820">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 820 987 1023"> <ul style="list-style-type: none"> How many university students have been suspended for breaching Covid-19 guidelines? If any, what was the most common Covid-19 guideline breach leading to suspensions? </td> <td data-bbox="987 820 1635 1023">Nil</td> </tr> <tr> <td data-bbox="324 1023 987 1295"> <ul style="list-style-type: none"> How many university students have been expelled for breaching Covid-19 guidelines? If any, what was the most common Covid-19 guideline breach leading to expulsions? <p>I would like the data as of 14 October please.</p> </td> <td data-bbox="987 1023 1635 1295">Nil</td> </tr> </tbody> </table>		Your Request	LJMU Response	<ul style="list-style-type: none"> How many university students have been suspended for breaching Covid-19 guidelines? If any, what was the most common Covid-19 guideline breach leading to suspensions? 	Nil	<ul style="list-style-type: none"> How many university students have been expelled for breaching Covid-19 guidelines? If any, what was the most common Covid-19 guideline breach leading to expulsions? <p>I would like the data as of 14 October please.</p>	Nil	
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Your Request	LJMU Response								

<p>1. How many students have a) self-isolated and b) been in quarantine since the start of term due to Covid-19? (The total number to date.) N.B. if the figures for those who are self-isolating and those in quarantine are recorded separately then please provide both totals.</p>	<p>We do not hold this information</p>	
<p>2. What support has the university provided to students in quarantine or self-isolation due to Covid-19? Does this support cover:</p>		
<p>2.1 practical needs (food, etc?)</p>	<p>Information for students setting out our advice, guidelines and the support available to them is available on our website: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-students</p> <p>Under s.21 of the FOIA we are not obliged to provide you with information readily available to you.</p>	
<p>2.2 study needs (IT)</p>		
<p>2.3 emotional needs (e.g. a 'buddy' system)</p>		
<p>2.4. For each of the above (2.1-2.3) please provide details of the support provided. In the case of 2.1, is the university charging for food supplies, and, if so, how much?</p>		
<p>3. What steps is the university taking to ensure that students who need to self-isolate or quarantine due to Covid-19 are doing so, including those living in private accommodation in the local community?</p>	<p>Information for students setting out our advice, guidelines and the support available to them is available on our website: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-students</p> <p>Under s.21 of the FOIA we are not obliged to provide you with information readily available to you.</p>	

<p>4. What penalties can the university impose on students for failing to follow its Covid-19 rules/guidelines, and other local and national pandemic restrictions?</p>	<p>The Student Code of Conduct and Student Disciplinary Procedures are available at https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p>	
<p>5. How many students have faced disciplinary action for failing to follow the universities Covid-19 rules/guidelines, and other local and national pandemic restrictions?</p>	<p>As of 27th October, 59 students were investigated under the Student Disciplinary Procedures.</p>	
<p>5.1 How many students has the university fined for breaching the rules/guidelines?</p>	<p>0</p>	
<p>5.2 What is the total value of those fines?</p>	<p>N/A</p>	
<p>5.3 How many students have been suspended for breaching the rules/guidelines?</p>	<p>0</p>	
<p>5.4 How many students have been expelled for breaching the rules/guidelines?</p>	<p>0</p>	
<p>5.5 How many students have been removed from university accommodation for breaching the rules/guidelines?</p>	<p>The University does not own university accommodation.</p>	
<p>6. How many mental health support staff do you have in your student support team (student services)?</p>	<p>The Counselling and Mental health team consists of 7.8FTE staff (headcount of 9)</p>	
<p>6.1 How many of those are counsellors? (Please provide details of external counselling services available to students if this service is contracted out.)</p>	<p>There are 6 counsellors (headcount) = 5.8 FTE</p>	
<p>7. What is the average (mean) and median current waiting time to see a counsellor?</p>	<p>Unfortunately we do not hold this information.</p>	

7.1 How many students are currently waiting to see a counsellor?	As of 09 November 2020 there were 34 students awaiting a first counselling session.	
8. How can students access university counselling and other mental health support services during the pandemic? Are you providing remote access to counselling, e.g. telephone or online?	<p>Information for students setting out our advice, guidelines and the support available to them is available on our website: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-students</p> <p>Under s.21 of the FOIA we are not obliged to provide you with information readily available to you.</p>	
9. Does the university provide Covid-19 testing for students?	<p>Information for students setting out our advice, guidelines and the support available to them is available on our website: https://www.ljmu.ac.uk/microsites/moving-forward/information-for-students</p> <p>Under s.21 of the FOIA we are not obliged to provide you with information readily available to you.</p>	
10. Has the university conducted mass Covid-19 testing of asymptomatic students since the start of the new academic year?	No	
10.1 If not, has mass testing of asymptomatic students been conducted by any other organisation? If yes, please specify which organisation.	This is now a city-wide testing approach run by the Department of Health and Social Care.	

<p>11. Is the university regularly publishing the total number of students who have tested Covid-19 positive since the start of this term?</p>	<p>No</p>	
<p>11.1 If the university has NOT published the total number of students to date who have tested Covid-19 positive since the start of term, please provide the current total figure.</p>	<p>559 Students at LJMU have returned positive results though the Liverpool University COVID-19 clinic. This is a clinic run in collaboration between LJMU and the University of Liverpool which has made free tests available to students of both institutions who show symptoms and agree to share their results with us. We do not hold data in relation to students who may have tested positive through other testing systems.</p>	
<p>12. What advice has the university received from the local authority and/or local/regional director of public health with regards to preventing the spread of Covid-19 from students to the local community?</p>	<p>LJMU is part of the campus shield programme with all local HEI and PHE representatives.</p>	
<p>12.1 What steps has the university taken in light of that advice?</p>	<p>Information setting out our advice, guidelines and the support available is available on our website:</p> <p>https://www.ljmu.ac.uk/microsites/moving-forward</p>	

		P.Ashton@ljmu.ac.uk					
20/196	<p>Your Request</p> <p>Has the university received funding from any of the following companies since 2013: BAE Systems, Babcock International, Qinetiq, Rolls-Royce; Serco; Cobham and Raytheon UK, Airbus, DXC Technology, General Dynamics UK, Leonardo MW UK, Lockheed Martin UK?</p> <p>If so, please include the following details:</p> <p>a. Total funding supplied by the company</p>	<p>LJMU Response</p> <table border="1"> <tr> <td>BAE</td> <td>£2,349.00</td> </tr> <tr> <td>Qinetiq</td> <td>£76,634 + VAT</td> </tr> </table>	BAE	£2,349.00	Qinetiq	£76,634 + VAT	
BAE	£2,349.00						
Qinetiq	£76,634 + VAT						
	<p>b. The titles of the projects it is associated with</p> <p>c. Descriptions of the projects it is associated with</p>	<p>The university considers that the information you have requested at parts b. and c. of your request is exempt from the right of access under the FOIA, under Section 41, as in each case the information the University (“confidant”) holds was provided in confidence by an external body (“confider”). If the university was to disclose the information requested, it would be likely that the “confider” would take legal action against the University as the “confidant” and there is no overriding public interest in disclosure.</p>					
20/197	Your Request						

How many mixed-diet, vegetarian and vegan options are offered every weekday at the restaurants owned by your institution or subsidiaries? Please provide your answer as of the current month or week. If your menu will change in the future, and you already know how this will affect your answer, please answer with the information about the new menu. Make sure to fill in the date of the menu change in "Data Correct as Of".

Please provide your answer as a table. Please use the Excel template table attached and send me your answer in Excel format. If you cannot edit Excel files on your computer, please follow the instructions at the bottom of this email.

When filling in the table, please use the following definitions:

- "mixed diet" is food containing some parts of animals (e.g. meat or fish).
- "vegetarian" is food containing some products derived from animals, but not animal parts (e.g. milk or cheese, but no meat or fish).
- "vegan" is food without animal parts or products (i.e. no meat, fish, milk, dairy products, honey etc.). If in doubt, please refer to <https://www.vegansociety.com/your-business/vegan-trademark-standards>

Please do not double-count items in several categories. For example, you might offer one vegetarian curry and one vegan curry. In that case, please fill in "1 vegetarian, 1 vegan" in the hot meal column. Please do not note it down as "2 vegetarian, 1 vegan", even though a vegetarian person will in fact have a choice of two suitable curries. Likewise, please do not include vegetarian or vegan dishes in the mixed-diet category.

LJMU Response

Restaurant Name	No. Options										
	E.g. Sandwiches, wraps...			E.g. Pies, stews, curries			For salad bar (if exists)			Milk added to hot drinks	
	Cold Food			Hot Food			Salad Sauces			Milk	
Mixed Diet	Vegetarian Diet	Vegan Diet	Mixed Diet	Vegetarian Diet	Vegan Diet	Mixed Diet	Vegetarian Diet	Vegan Diet	Cow's Milk or Other Animal	Lactose Free Animal Milk	Vegan Milk (Soy Milk,

													Oat...)				
LJMU CAFÉ	10	4	5				3	2	2	2	1	2					
Starbuck Café	3	2	2					1	1	3	1	3					
Hospitality Menu	5	6	3					4	1	1							
Executive menu	3	2	2							1							
<p>Please note - LJMU are currently operating with reduced menus in its catering establishments due to a COVID-19 risk assessment. At the time of writing Liverpool City Region remains in a Tier-3 lockdown. As a result we are not currently offering hot food and our chilled and salad selection has been reduced from the normal offering. Vegetarian and Vegan customers are catered for at all times in our establishments.</p>																	
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		<p>sharpened thinking, work would be done in this area anyway.</p> <p>The pandemic has reinforced institutional understanding of the impact of digital poverty on accessibility. There has been a considerable investment in tackling this.</p>	
	3) Does your institution provide closed-captions for video-based pre-recorded content?	Yes.	
	4) Do you claim disproportionate burden for any elements relating to digital accessibility?	<p>In relation to digital accessibility This information is available on our website at the following link:</p> <p>https://www.ljmu.ac.uk/legal/accessibility</p>	
	5) Since the global pandemic, have you seen an increase in the number of academic-staff queries relating to digital accessibility?	LJMU does not record this information. Digital accessibility is an important part of our training and staff development with which there is strong staff engagement.	
	*I am defining digital accessibility as the process of making digital products (websites, mobile apps and other digital tools and technologies) accessible to everyone. In this context, I am interested in such tools and technologies used for the delivery of teaching and learning (such as Virtual Learning Environments, electronic assessment, lecture recording technologies, e-portfolios and web-seminar technologies).		
20/200	Your Request	LJMU Response	

	<ul style="list-style-type: none"> How many cloud data breaches have occurred within your organisation in 2019 and 2020? 	<p>We do not hold this information as a specific record.</p>									
	<ul style="list-style-type: none"> How many cyberattacks have occurred within your organisation in 2019 and 2020? 	<p>Our IT Services team, when it receives a report of a cyber-attack would log it as an incident along with all other requests for assistance they receives. To locate records of any successful 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 the past year), the costs involved in locating these records would be disproportionate.</p>									
	<ul style="list-style-type: none"> How many ransomware attacks have occurred within your organisation in 2019 and 2020? 	<p>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.</p>									
	<ul style="list-style-type: none"> How many data loss incidents have occurred as a result of lost or stolen devices storing your organisation's data (such as USB flash drives, Hard Drives, Solid State Drives, mobile phones or laptops) within your organisation in 2019 and 2020? 	<p>Due to the volume of IT incident logs held, the costs of manual analysis would be in excess of £450.</p>									
20/201	<table border="1"> <thead> <tr> <th data-bbox="331 1034 987 1070">Your Request</th> <th data-bbox="987 1034 1637 1070">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1070 987 1171">Please provide me the statistics regarding reported racism at Liverpool John Moores University in 2017, 2018, 2019 and 2020.</td> <td data-bbox="987 1070 1637 1171"></td> </tr> <tr> <td data-bbox="331 1171 987 1339">1) Please provide the number of reported cases of racist abuse during semester times, from the student's perspective by another student.</td> <td data-bbox="987 1171 1637 1339"> <table border="1"> <tr> <td data-bbox="987 1206 1167 1339"></td> <td data-bbox="1167 1206 1637 1339">Investigations of allegations where a student alleges racist abuse by another student</td> </tr> </table> </td> </tr> </tbody> </table>	Your Request	LJMU Response	Please provide me the statistics regarding reported racism at Liverpool John Moores University in 2017, 2018, 2019 and 2020.		1) Please provide the number of reported cases of racist abuse during semester times, from the student's perspective by another student.	<table border="1"> <tr> <td data-bbox="987 1206 1167 1339"></td> <td data-bbox="1167 1206 1637 1339">Investigations of allegations where a student alleges racist abuse by another student</td> </tr> </table>		Investigations of allegations where a student alleges racist abuse by another student		
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		2017/18	10	
		2018/19	<5	
		2019/20	<5	
		2020/21* to date	Nil	
	2) Please provide the number of reported cases of racist abuse during semester times by a member of staff against a student.		Investigations of allegations where a member of staff alleges racist abuse by a student	
		2017/18	<5	
		2018/19	Nil	
		2019/20	<5	
		2020/21* to date	Nil	
	3) Please provide the number of reported cases of racist abuse during semester times between staff members.		Investigations of allegations where a member of staff alleges racist abuse by another member of staff.	
		2017/18	Nil	
		2018/19	<5	
		2019/20	Nil	

		2020/21* to date	Nil		
	4) If the information is held, please list the race/nationality of the complainants.	<p>This data is withheld under the provisions of s.40 (2) of the FOIA so that an individual cannot be identified, or inferences be drawn about them.</p> <p>For this reason the university has inserted a "less than five" (<5) value in any appropriate cell containing information about a small number of people.</p>			
20/202	Your Request		LJMU Response		
	<p>1) How many students have been expelled from your university since September 1, 2020 because they have breached Covid-19 related rules (for example: failing to socially distance, hosting a party in student accommodation, or failing to wear a face mask on university property)?</p> <p>For clarity, by "expelled" I mean students have been asked to permanently leave your university as a result of actual or perceived misconduct.</p>	None			
	2) How many students have been cautioned or otherwise received formal warnings from				

	<p>your university since September 1, 2020 because they have breached Covid-19 related rules?</p>	<p>Sanctions for breaching COVID-19 Related Rules</p>	<p>Numbers of students between 01/09/2020 – 27/10/2020</p>		
		Behaviour Letter	19		
		Final Warning	1		
		Grade 1 Warning	3		
		Grade 2 Warning	8		
		No further action	19		
		Investigation ongoing	9		
20/203	<p>Your Request</p> <p>The number of counsellors employed by the university, specified as to whether employed centrally by the university or on a freelance basis, for academic years 2019/20 and 2020/21.</p> <p>The number of undergraduate and postgraduate students for academic years 2019/20 and 2020/21.</p> <p>The total university budget spent/allocated on mental health counselling services for the academic years 2019/20 and 2020/2021 excluding any student led services. Please provide a breakdown of the budget if available.</p>		<p>LJMU Response</p> <p>LJMU has employed 6 counsellors = 5.8 FTE since before the start of the 2019/20 academic year.</p> <p>This information is available to you via the Higher Education Statistics Agency website: https://www.hesa.ac.uk/data-and-analysis/students/where-study</p> <p>Under s.20 of the FOIA we are not obliged to provide you with information that is already reasonably available to you.</p> <p>In the 2019/20 academic year the actual spend on Mental Health and Counselling services was £414,805 (£410,138 staff costs and £4,667 online platforms) For the ongoing 2020/21 academic year the budget for Mental Health and Counselling services is - £483,337 (£436,737 staff costs and £46,600 online platforms)</p>		

20/204	<table border="1"> <thead> <tr> <th data-bbox="327 284 994 320">Your Request</th> <th data-bbox="994 284 1637 320">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 320 994 826"> <p>Where does the University bank? Please provide the most up to date list of all banks which the university holds accounts with and the amount of cash held in each account as on 31 July, 2020.</p> </td> <td data-bbox="994 320 1637 826"> <p>This information is available to you already in our Financial Statements at page 29 of the 2019 document. These can be found on our website at:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p> <p>This remains the case as of 13th November 2020. The 2020 financial statements will be published on our website in January 2020.</p> <p>No other current or trading accounts are held.</p> </td> </tr> <tr> <td data-bbox="327 826 994 1101"> <p>Do you have any bank branches or cash machines in any property owned or managed by the University? If yes, please provide the name of the banks associated with these services and how many branches and/or cash machines they have.</p> </td> <td data-bbox="994 826 1637 1101">No</td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>Where does the University bank? Please provide the most up to date list of all banks which the university holds accounts with and the amount of cash held in each account as on 31 July, 2020.</p>	<p>This information is available to you already in our Financial Statements at page 29 of the 2019 document. These can be found on our website at:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p> <p>This remains the case as of 13th November 2020. The 2020 financial statements will be published on our website in January 2020.</p> <p>No other current or trading accounts are held.</p>	<p>Do you have any bank branches or cash machines in any property owned or managed by the University? If yes, please provide the name of the banks associated with these services and how many branches and/or cash machines they have.</p>	No						
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	2019/20	2											
	2018/19	1											

		2017/18	1	
		2016/17	1	
		2015/16	1	
	2. The number of students who have received mental health support broken down by academic year over the last five years and if possible please have this broken down by gender, ethnicity and school they are in (e.g. School of Medicine/Social Sciences etc).	Please see the data in Annex 1. Please note these cases are those classed as "Mental Health" support provided and do not include cases where additional counselling services were required.		
	3. The average waiting time for students to have a mental health appointment with the practitioner.	We do not hold this information.		
	4. The longest a student has waited to see a mental health practitioner. If there are extenuating circumstances then please include these	We do not hold this information.		
	5. The number of students who have passed away after committing suicide.	The University is aware of the death of female student in the 2016/2017 academic year that was reported as a suicide. I can confirm that before the 2017/18 academic year the cause of death of students was not formally recorded by the university. Since the start of the 2017/2018 academic year the university has not been informed by a coroner of any of our student's deaths being ruled as a suicide.		

	<p>6. Finally, has any specialist mental health support been provided since the outbreak of Covid-19</p>	<p>Along with organisations up and down the country, we have adapted to challenges presented by the coronavirus crisis. In particular, we have been focused on supporting our current students and those who plan to join us later this year with any mental health and wellbeing concerns.</p> <p>We have been updating our students and staff on our plans as the new academic year (2020/21) has begun and are offering support and help to anyone who may feel particularly vulnerable or concerned. We are working to reassure everyone at LJMU about the measures we are putting in place to protect and support all of our staff and students. During Mental Health Awareness Week, we published daily blogs for LJMU students tackling key mental health issues and highlighted the support available dedicated teams who are on hand to support students with their mental health and wellbeing – from our Student Advice and Wellbeing team.</p> <p>We have provided counselling and mental health services through a variety of methods during this crisis, including email, telephone and remote software access. The use of LJMU endorsed apps is also available e.g. FIKA Cope with Remote. Our student engagement team, who provide support on mental health,</p>	
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		<p>alongside those dealing with particular sources of stress and anxiety (including questions about accommodation and finance in the light of the crisis), have moved much of their work from face to face to online and remote working to tailor our mental health support for our students at this time.</p> <p>As well as regular email contact with all students, we have made extensive use of social media and worked with our colleagues at the John Moores Student Union (JMSU) to update students on our plans, how we are responding to the crisis and the support that we have available. The Vice-Chancellor and Registrar have used their communications with staff and students to signpost to our support services and stress our focus on health and wellbeing at this very difficult time.</p>															
20/206	<p>Your Request</p> <p>Number of students who have died whilst enrolled at your university since academic year 2014/15, through to academic year 2020/21 broken down by academic year.</p>	<p>LJMU Response</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>2014/15</td> <td>5</td> </tr> <tr> <td>2015/16</td> <td>2</td> </tr> <tr> <td>2016/17</td> <td>7</td> </tr> <tr> <td>2017/18</td> <td>4</td> </tr> <tr> <td>2018/19</td> <td>1</td> </tr> <tr> <td>2019/20</td> <td>5</td> </tr> </tbody> </table>	Year	Count	2014/15	5	2015/16	2	2016/17	7	2017/18	4	2018/19	1	2019/20	5	
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		2020/21* ongoing	2	
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20/207	<p>Your Request</p> <ol style="list-style-type: none"> 1. The number of students accessing ('accessing' defined as having had a session) mental health counselling support from the university for each of the past 5 academic years, as up to date for 2020/21 as possible. 2. The number of students that have applied ('applied' defined as having started the process of accessing counselling and any stage after) for mental health counselling support from the university for each of the past 5 		<p>LJMU Response</p> <p>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, for the years 2016/17 and 2017/18 we are unable to provide an accurate figure for the number of students who were supported by our counselling service.</p> <p>This is because during these years our counselling team offered services to both students and staff at the University. For us to</p>	

	<p>academic years, as up to date for 2020/21 as possible.</p>	<p>be able to answer your request it would be necessary to enter each record and ascertain if the referral relates to a student or a staff member.</p> <p>To ascertain how many students alone used our counselling service during these years would require manual analysis of each file. Due to the volume of files over these 2 years the costs of manual analysis would be in excess of £450</p>				
<p>3.</p>	<p>The number of formal complaints made about the universities mental health counselling service for each of the past 5 academic years, as up to date for 2020/21 as possible.</p>					
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<p>20/208</p>	<table border="1"> <thead> <tr> <th data-bbox="331 794 987 834">Your Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 834 987 1380"> <p>All documents (as PDFs or equivalent or as working links to same) that set out the university's expectations as to the behaviour of its staff and students, relating both to academic performance and non-academic matters, and the documents that set out the disciplinary procedure that is followed where behaviour is alleged to have in some way fallen short of an expected standard.</p> </td> </tr> </tbody> </table>	Your Request	<p>All documents (as PDFs or equivalent or as working links to same) that set out the university's expectations as to the behaviour of its staff and students, relating both to academic performance and non-academic matters, and the documents that set out the disciplinary procedure that is followed where behaviour is alleged to have in some way fallen short of an expected standard.</p>	<table border="1"> <thead> <tr> <th data-bbox="987 794 1637 834">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 834 1637 1380"> <p>Student guidance, policy and procedures setting out expectations of behaviour can be found on our website at this address:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <p>Staff guidance, policy and procedures setting out expectations of behaviour can be found in the following HR policies, copies of which are provided in Annex 1.</p> <ul style="list-style-type: none"> • Code of conduct • Dignity at Work • Staff Disciplinary Procedure </td> </tr> </tbody> </table>	LJMU Response	<p>Student guidance, policy and procedures setting out expectations of behaviour can be found on our website at this address:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p> <p>Staff guidance, policy and procedures setting out expectations of behaviour can be found in the following HR policies, copies of which are provided in Annex 1.</p> <ul style="list-style-type: none"> • Code of conduct • Dignity at Work • Staff Disciplinary Procedure
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		<p>A summary of these behaviours is also found in our strategic plan. This can be viewed on our website:</p> <p>https://www.ljmu.ac.uk/about-us/public-information/strategic-plan</p> <p>In addition to the above, recent guidance aimed at both students and staff behaviour in relation to COVID-19 can be found on our website at this address:</p> <p>https://www.ljmu.ac.uk/microsites/moving-forward</p>							
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	<p>4. The average wait time from a student applying for mental health counselling with the university and them taking the first session for the 2020/19 academic year.</p>	<p>We do not hold this information.</p>									
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		2015/2016	17	
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		2018/2019	7	
		2019/2020	8	
		Total	47	
		<p>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 teams archive system does not record suspensions in a reportable format.</p> <p>To ascertain how many suspension sanctions have been imposed before the current 2020/21 academic year would require manual analysis of each file. Due to the volume of such files over the 5 years you have requested the costs of manual analysis would be in excess of £450.</p>		
20/214				

Your Request	LJMU Response												
<p>Please can I receive a breakdown by ethnicity UK domiciled White/Asian/Black/Mixed/other including Arab and unknown for the following requests.</p> <p>i) Of all UK - domiciled applicants to study a PhD course</p>	<p>We do not hold this information. We do not hold ethnicity data for applicants to Postgraduate courses.</p>												
<p>ii) All successful UK - domiciled applicants to study a PhD course (ie those who received and accepted an offer from you to study a PhD course)</p> <p>Can you give a total for each UK domiciled ethnicity group of White/Asian/Black/Mixed/other including Arab and unknown for the following five academic years: 2015/16 b) 2016/17 c) 2017/18 d) 2018/19 e) 2019/20.</p>	<p>Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them, where a cell in the below tables includes less than 5 instances, the symbol <5 has been used to ensure compliance.</p> <table border="1" data-bbox="936 963 1494 1351"> <thead> <tr> <th data-bbox="936 963 1144 1171">Academic Year</th> <th data-bbox="1144 963 1346 1171">Declared Ethnicity</th> <th data-bbox="1346 963 1494 1171">Headcount of UK Domiciled PHD Starters</th> </tr> </thead> <tbody> <tr> <td data-bbox="936 1171 1144 1230">2015/16</td> <td data-bbox="1144 1171 1346 1230">Asian</td> <td data-bbox="1346 1171 1494 1230"><5</td> </tr> <tr> <td data-bbox="936 1230 1144 1289">2015/16</td> <td data-bbox="1144 1230 1346 1289">Black</td> <td data-bbox="1346 1230 1494 1289"><5</td> </tr> <tr> <td data-bbox="936 1289 1144 1351">2015/16</td> <td data-bbox="1144 1289 1346 1351">White</td> <td data-bbox="1346 1289 1494 1351">20</td> </tr> </tbody> </table>	Academic Year	Declared Ethnicity	Headcount of UK Domiciled PHD Starters	2015/16	Asian	<5	2015/16	Black	<5	2015/16	White	20
Academic Year	Declared Ethnicity	Headcount of UK Domiciled PHD Starters											
2015/16	Asian	<5											
2015/16	Black	<5											
2015/16	White	20											

		2016/17	Asian	<5
		2016/17	Mixed	<5
		2016/17	Other	<5
		2016/17	White	34
		2017/18	Asian	<5
		2017/18	Black	<5
		2017/18	Not Recorded	<5
		2017/18	White	24
		2018/19	Asian	<5
		2018/19	Black	5
		2018/19	Mixed	<5
		2018/19	White	60
		2019/20	Asian	<5
		2019/20	Black	5
		2019/20	Mixed	7
		2019/20	Other	<5
		2019/20	Not recorded	<5
		2019/20	White	6

	<p>iii) Can you give a breakdown of which subject areas/disciplines were awarded a PHD research placement? For example, humanities, social research, science, politics, etc. For the following academic years: 2015/16 b) 2016/17 c) 2017/18 d) 2018/19 e) 2019/20.</p>	<table border="1"> <thead> <tr> <th data-bbox="920 284 1086 387">Academic Year</th> <th data-bbox="1086 284 1525 387">Unit of Assessment to which a OHD Research placement was awarded</th> </tr> </thead> <tbody> <tr> <td data-bbox="920 387 1086 459">2015/16</td> <td data-bbox="1086 387 1525 459">Anthropology and Development Studies</td> </tr> <tr> <td data-bbox="920 459 1086 531">2015/16</td> <td data-bbox="1086 459 1525 531">Art and Design: History, Practice and Theory</td> </tr> <tr> <td data-bbox="920 531 1086 603">2015/16</td> <td data-bbox="1086 531 1525 603">Business and Management Studies</td> </tr> <tr> <td data-bbox="920 603 1086 675">2015/16</td> <td data-bbox="1086 603 1525 675">Education</td> </tr> <tr> <td data-bbox="920 675 1086 746">2015/16</td> <td data-bbox="1086 675 1525 746">Psychology, Psychiatry and Neuroscience</td> </tr> <tr> <td data-bbox="920 746 1086 818">2015/16</td> <td data-bbox="1086 746 1525 818">Sociology</td> </tr> <tr> <td data-bbox="920 818 1086 890">2015/16</td> <td data-bbox="1086 818 1525 890">Sport and Exercise Sciences, Leisure and Tourism</td> </tr> <tr> <td data-bbox="920 890 1086 962">2016/17</td> <td data-bbox="1086 890 1525 962">Allied Health Professions, Dentistry, Nursing and Pharmacy</td> </tr> <tr> <td data-bbox="920 962 1086 1034">2016/17</td> <td data-bbox="1086 962 1525 1034">Anthropology and Development Studies</td> </tr> <tr> <td data-bbox="920 1034 1086 1106">2016/17</td> <td data-bbox="1086 1034 1525 1106">Art and Design: History, Practice and Theory</td> </tr> <tr> <td data-bbox="920 1106 1086 1177">2016/17</td> <td data-bbox="1086 1106 1525 1177">Biological Sciences</td> </tr> <tr> <td data-bbox="920 1177 1086 1249">2016/17</td> <td data-bbox="1086 1177 1525 1249">Communication, Cultural and Media Studies, Library and Information Management</td> </tr> <tr> <td data-bbox="920 1249 1086 1321">2016/17</td> <td data-bbox="1086 1249 1525 1321">Education</td> </tr> <tr> <td data-bbox="920 1321 1086 1345">2016/17</td> <td data-bbox="1086 1321 1525 1345">Electrical and Electronic Engineering, Metallurgy and Materials</td> </tr> </tbody> </table>	Academic Year	Unit of Assessment to which a OHD Research placement was awarded	2015/16	Anthropology and Development Studies	2015/16	Art and Design: History, Practice and Theory	2015/16	Business and Management Studies	2015/16	Education	2015/16	Psychology, Psychiatry and Neuroscience	2015/16	Sociology	2015/16	Sport and Exercise Sciences, Leisure and Tourism	2016/17	Allied Health Professions, Dentistry, Nursing and Pharmacy	2016/17	Anthropology and Development Studies	2016/17	Art and Design: History, Practice and Theory	2016/17	Biological Sciences	2016/17	Communication, Cultural and Media Studies, Library and Information Management	2016/17	Education	2016/17	Electrical and Electronic Engineering, Metallurgy and Materials	
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		2018/19	History		
		2018/19	Law		
		2018/19	Music, Drama, Dance and Performing Arts		
		2018/19	Physics		
		2018/19	Psychology, Psychiatry and Neuroscience		
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		2019/20	Earth Systems and Environmental Sciences		
		2019/20	Education		
		2019/20	Electrical and Electronic Engineering, Metallurgy and Materials		
		2019/20	English Language and Literature		
		2019/20	General Engineering		
		2019/20	Geography, Environmental Studies and Archaeology		
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20/215	<table border="1"> <thead> <tr> <th>Your Request</th> <th colspan="2">LJMU Response</th> </tr> </thead> <tbody> <tr> <td>How many female, male, transgender and gender neutral toilets there are within the university buildings</td> <td> <table border="1"> <tr> <td>Gender Neutral Toilets facilities (including accessible ones)</td> <td>92</td> </tr> <tr> <td>Male Toilets facilities</td> <td>105</td> </tr> <tr> <td>Female Toilets facilities</td> <td>116</td> </tr> <tr> <td>Total</td> <td>313</td> </tr> </table> </td> </tr> <tr> <td>Do you have a university building designated specifically for studying STEM (Science, Technology, Engineering and Maths) subjects?</td> <td colspan="2"> <p>The following buildings are used for regular teaching, research and office space by the Faculty of Engineering and Technology, and the Faculty of Science.</p> <p>A number of these buildings are also utilised by staff from other faculties and departments of the institution.</p> <p>James Parsons Building Tom Reilly Building Engineering Labs</p> </td> </tr> </tbody> </table>					Your Request	LJMU Response		How many female, male, transgender and gender neutral toilets there are within the university buildings	<table border="1"> <tr> <td>Gender Neutral Toilets facilities (including accessible ones)</td> <td>92</td> </tr> <tr> <td>Male Toilets facilities</td> <td>105</td> </tr> <tr> <td>Female Toilets facilities</td> <td>116</td> </tr> <tr> <td>Total</td> <td>313</td> </tr> </table>	Gender Neutral Toilets facilities (including accessible ones)	92	Male Toilets facilities	105	Female Toilets facilities	116	Total	313	Do you have a university building designated specifically for studying STEM (Science, Technology, Engineering and Maths) subjects?	<p>The following buildings are used for regular teaching, research and office space by the Faculty of Engineering and Technology, and the Faculty of Science.</p> <p>A number of these buildings are also utilised by staff from other faculties and departments of the institution.</p> <p>James Parsons Building Tom Reilly Building Engineering Labs</p>	
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	<p>Peter Jost Building Max Perutz Building Cherie Booth Building Industrial Chemical Lab Henry Cotton Building Great Crosshall St</p>									
Are there toilets within that vicinity?	Yes all of the above buildings contain toilet facilities.									
How many of those toilets are for males, females, transgender people?	<p>Within the 9 buildings listed above as in use by the Faculty of Engineering and Technology and the Faculty of Science, there are the following toilet facilities.</p> <table border="1"> <tr> <td>Gender Neutral Toilets facilities (including accessible ones)</td> <td>33</td> </tr> <tr> <td>Male Toilets facilities</td> <td>36</td> </tr> <tr> <td>Female Toilets facilities</td> <td>39</td> </tr> <tr> <td>Total</td> <td>108</td> </tr> </table>		Gender Neutral Toilets facilities (including accessible ones)	33	Male Toilets facilities	36	Female Toilets facilities	39	Total	108
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How many female and male professors there are currently working in the STEM departments at the university	<p>8 Female 60 Male</p> <p>*Includes those staff employed on the Professoriate paygrade and otherwise with the title of Professor.</p>									
The number of female professors and the number of male professors that work at the university	<p>21 Female 91 Male</p> <p>*Includes those staff employed on the Professoriate paygrade and otherwise with the title of Professor.</p>									

<p>The average salary of a female professor and the average salary of a male professor working at the university</p>	<p>Female mean average salary = £76891.33 Male mean average salary = £80325.71</p> <p>*Includes those staff employed on the Professoriate paygrade and otherwise with the title of Professor.</p>					
<p>The average salary of a female professor and the average salary of a male professor teaching STEM subjects</p>	<p>Female mean average salary = £67072.25 Male mean average salary = £77509.65</p> <p>*Includes those staff employed on the Professoriate paygrade and otherwise with the title of Professor.</p>					
<p>How many students took up STEM subjects last year?</p>	<table border="1"> <tr> <td data-bbox="853 628 1245 831"> <p>Total Headcount for students currently studying in Faculty of Engineering and Technology, and the Faculty of Science</p> </td> <td data-bbox="1245 628 1637 831"> <p>New students who started study in September 2020 in Faculty of Engineering and Technology, and the Faculty of Science</p> </td> </tr> <tr> <td data-bbox="853 831 1245 895"> <p>4730</p> </td> <td data-bbox="1245 831 1637 895"> <p>1756</p> </td> </tr> </table>		<p>Total Headcount for students currently studying in Faculty of Engineering and Technology, and the Faculty of Science</p>	<p>New students who started study in September 2020 in Faculty of Engineering and Technology, and the Faculty of Science</p>	<p>4730</p>	<p>1756</p>
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<p>Of those, how many students were female?</p>	<table border="1"> <tr> <td data-bbox="853 895 1245 1139"> <p>Total Headcount for female students studying in Faculty of Engineering and Technology, and the Faculty of Science</p> </td> <td data-bbox="1245 895 1637 1139"> <p>Female students who started study in September 2020 in Faculty of Engineering and Technology, and the Faculty of Science</p> </td> </tr> <tr> <td data-bbox="853 1139 1245 1203"> <p>810</p> </td> <td data-bbox="1245 1139 1637 1203"> <p>296</p> </td> </tr> </table>		<p>Total Headcount for female students studying in Faculty of Engineering and Technology, and the Faculty of Science</p>	<p>Female students who started study in September 2020 in Faculty of Engineering and Technology, and the Faculty of Science</p>	<p>810</p>	<p>296</p>
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<p>810</p>	<p>296</p>					
<p>If there are any grants/incentives to encourage more young women into STEM subjects at the university?</p>	<p>Information regarding bursaries and scholarships offered by LJMU can be found on our website at this page: https://www.ljmu.ac.uk/discover/fees-and-funding/bursaries-and-scholarships</p>					

20/216	<table border="1"> <thead> <tr> <th data-bbox="327 280 983 320">Your Request</th> <th data-bbox="985 280 1635 320">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 320 983 560">Who is your customer services director? If you do not have a role with this title, what is the name and position of the person or team you would most closely ally to the definition of 'person responsible for satisfaction of students'.</td> <td data-bbox="985 320 1635 560"></td> </tr> <tr> <td data-bbox="327 560 983 699">Who (name, job title) are students directed to take their complaints to?</td> <td data-bbox="985 560 1635 699"></td> </tr> <tr> <td data-bbox="327 699 983 837">Please indicate the following for each of the last 3 academic years (2017/18, 2018/19, 2019/20):</td> <td data-bbox="985 699 1635 837"></td> </tr> <tr> <td data-bbox="327 837 983 948">Total number of overall student complaints</td> <td data-bbox="985 837 1635 948"></td> </tr> <tr> <td data-bbox="327 948 983 1388">Break down of the numbers upheld, dismissed, still under investigation - by UG/PG</td> <td data-bbox="985 948 1635 1388"> <p>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, before September 2020 when a new CRM system was introduced, the University's Student Governance team did not record whether a student complainant was an undergraduate or postgraduate in a reportable format.</p> <p>To ascertain the study level of each complainant would require manual analysis of</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	Who is your customer services director? If you do not have a role with this title, what is the name and position of the person or team you would most closely ally to the definition of 'person responsible for satisfaction of students'.		Who (name, job title) are students directed to take their complaints to?		Please indicate the following for each of the last 3 academic years (2017/18, 2018/19, 2019/20):		Total number of overall student complaints		Break down of the numbers upheld, dismissed, still under investigation - by UG/PG	<p>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, before September 2020 when a new CRM system was introduced, the University's Student Governance team did not record whether a student complainant was an undergraduate or postgraduate in a reportable format.</p> <p>To ascertain the study level of each complainant would require manual analysis of</p>	
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		<p>each file. Due to the volume of such files over the 3 years you have requested the costs of manual analysis would be in excess of £450.</p> <p>I would advise that to make the request answerable within the limitations set out by the act you should remove this element, or restrict it in scope.</p>	
	- by faculty (or equivalent)		
	- by reason or category of reason if to break it down further would exceed the limit of hours for this request		
	Number of cancelled lectures		
	Number of cancelled tutorials		
	Number of unavailable hours for library and/or IT resources		
	<p>Financial pay outs to students</p> <ul style="list-style-type: none"> - Number/total paid out & broken down by - Refund - Compensation - Other 		

20/217	<p>Your Request</p> <p>In the months September 2020 and October 2020, how many students dropped out of university? This relates to all degree courses and covers all students, including those who dropped out before the academic term began (for instance, they dropped out during Fresher's week).</p> <p>Please break down by month for September and October.</p> <p>I would also like the same figures (how many students dropped out) for September and October in 2019, again broken down by month.</p>	<p>LJMU Response</p> <p>These figures do not include students who have fail their courses, changed their program or have died.</p> <table border="1" data-bbox="996 758 1478 957"> <thead> <tr> <th></th> <th>Students dropped out</th> </tr> </thead> <tbody> <tr> <td>Sep-20</td> <td>248</td> </tr> <tr> <td>Oct-20</td> <td>92</td> </tr> <tr> <td>Total</td> <td>340</td> </tr> </tbody> </table> <table border="1" data-bbox="996 989 1478 1189"> <thead> <tr> <th></th> <th>Students dropped out</th> </tr> </thead> <tbody> <tr> <td>Sep-19</td> <td>178</td> </tr> <tr> <td>Oct-19</td> <td>180</td> </tr> <tr> <td>Total</td> <td>358</td> </tr> </tbody> </table>		Students dropped out	Sep-20	248	Oct-20	92	Total	340		Students dropped out	Sep-19	178	Oct-19	180	Total	358	
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20/218	<p>Your Request</p> <p>Good Afternoon</p>	<p>LJMU Response</p>																	

<p>I wish to submit a Freedom of Information Request on the organisations spend / usage of Covid-19 PPE items and have a list of 17 short questions which I would appreciate a response on.</p> <p>Q1 Please provide the contact details for the person responsible in procurement for PPE. i.e. name and email address. If unable to provide individual name, please provide a general email for Procurement.</p>	<p>Mark Nevitt m.a.nevitt@ljmu.ac.uk</p>	
<p>Q2 Can you confirm if hand gel / hand sanitiser is being procured to combat Covid-19 and if so, can you please provide alcohol content and the sizes of bottles being purchased i.e. 100ml, 236ml, 500ml and 5L</p>	<p>Yes, We have purchase 100ml and 500ml bottles with at least 70% alcohol content.</p>	
<p>Q3 In respect of Q2, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. 100ml, 236ml, 500ml and 5L</p>	<p>LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.</p>	
<p>Q4 In respect of Q3, can you please confirm the estimated monthly spend on each of the sizes i.e. 100ml, 236ml, 500ml and 5L</p>	<p>LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.</p>	
<p>Q5 Please provide the name of the company(s) currently supplying Hand Gel</p>	<p>Banner</p>	
<p>Q6 Can you confirm if Nitrile Gloves EN455 is being procured to combat Covid-19 and if so can you please provide the sizes of gloves</p>	<p>Yes. Small, medium and extra large</p>	

	being purchased i.e. small, medium, large, extra large		
	Q7 In respect of Q6, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. small, medium, large, extra large	LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.	
	Q8 In respect of Question 7, can you please confirm the estimated monthly spend on each of the sizes i.e. small, medium, large, extra large	LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.	
	Q9 Please provide the name of the company(s) currently supplying Nitrile Gloves	Fisher Scientific	
	Q10 Can you confirm if Type IIR Face Masks is being procured to combat Covid-19	Yes	
	Q11 In respect of Question 10, can you please confirm the estimated usage on a monthly basis of Type IIR Face Masks.	LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.	
	Q12 In respect of Question 11, can you please confirm the estimated monthly spend on Type IIR Face Masks	LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.	
	Q13 Please provide the name of the company(s) currently supplying Type IIR Face Masks	Kays Medical	
	Q14 Can you confirm if Alcohol Antibacterial Wipes is being procured to combat Covid-19.	Yes	

	<p>Q15 In respect of Question 14 can you confirm the sizes currently being procured i.e. Tub of 100 and or Tub of 500.</p>	<p>Tub of 500</p>	
	<p>Q16 In respect of Q15 can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes.</p>	<p>LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.</p>	
	<p>Q17 In respect of Question 16, can you please confirm the estimated monthly spend on Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes</p>	<p>LJMU does not hold this data. We have been placing central ad-hoc bulk orders since the start of the COVID-19 global pandemic and do not record monthly usage figures.</p>	
20/220	<p>Your Request</p> <p>[Further to your response to FOI 20_189] the Tribal CRM contract is expired in August. The information not updated in the provided link. Please recheck and provide the information.</p>	<p>LJMU Response</p> <p>CRM Software name: MS Dynamics CRM Support Software category: Student Relationship Management Supplier name: Tribal Dynamics Contract duration: 2 year Contract expiry date: 31 August 2022 Contract review date: Prior to renewal Contract description: Technical support services</p>	
20/223	<p>Your Request</p> <p>I am writing to you under the Freedom of Information Act 2000 to request the following information from the University regarding the workload allocation models and tariffs used to</p>	<p>LJMU Response</p> <p>The Workload Allocation Model (WAM) used in Chemistry is the same as that utilised across the Faculty. It is an annualised model based on a maximum of 550 direct contact and includes:</p>	

	<p>model the workload of your academic Chemistry staff:</p> <p>1. What activities are recognised by the workload model for Chemistry staff?</p>	<p>i) All direct teaching contact (including lectures, practicals, workshops, tutorials, etc). ii) Research activity. iii) Major administrative roles (eg. Subject Head, Programme Leader, Year Tutor, Module Leader, etc.).</p>	
	<p>2. What tariffs are associated with each activity (i.e. how much time is allocated for each activity) for Chemistry staff?</p>	<p>i) Teaching is actual timetabled direct contact hours. ii) A graded research allowance against the 550 contact hours (80, 120, or 160 hours), based on the quality and quantity of outputs and external research income awarded, is given. All Early Career Researcher's receive a 120 hour allowance. (iii) An allowance against the 550 contact hours is given for <u>major</u> administrative roles (eg. Subject Head, Programme Leader, Year Tutor, School Co-ordinators, etc.). The tariffs vary according to role.</p>	
	<p>3. How is the total workload of a member of Chemistry staff modelled (i.e. what protocol is used to combine tariffs)?</p>	<p>i) Direct teaching hours are those timetabled. ii) Research allowances are reviewed annually by the Faculty Research Strategy Committee. iii) Administrative allowances are confirmed annually by the School Director.</p> <p>These data are collected and combined at Faculty level. Overall workload summaries of individual staff are provided to Line Managers and data for Transparent Approach to Costing (TRAC) returns produced.</p>	

<p>4. What formal guidance is given to managers relating to the link between contracts of employment and the calculated workloads of Chemistry staff? In particular:</p>	<p>All academic staff, except Professors, are on standard academic contracts and 550 hours is utilised as the total for direct contact and allowances.</p>	
<p>(a) What are the maximum and minimum permissible tariffed workloads for a member of staff in a full-time role?</p>	<p>There is no specified minimum. Line managers are expected to manage combined workloads to be roughly equivalent across their subject areas. The maximum is normally 550 hours, although there may be exceptional cases when this could be exceeded for short periods.</p>	
<p>b) What are the broad subcategories of activity (such as Teaching or Research) recognised in academic roles?</p>	<p>See 1 & 2 above.</p>	
<p>(c) What is the division of total workload between these subcategories in contracts of employment (e.g. 40% Teaching, 60% Research)? How does this division relate to modelled workload?</p>	<p>There is no standard division of overall workload. This can, and does, vary between individuals. It is the combined workload that is managed to be comparable. The balance of teaching, research and administration that makes this up will vary between individuals.</p>	
<p>(d) How are part-time contracts modelled differently to full-time contracts?</p>	<p>Part-time contracts are modelled pro-rata against the 550 hours.</p>	
<p>(e) What is the intended relationship between modelled workload and true workload? (e.g. modelled workload is expected to be 20% less than true workload, or to match true workload, or to exceed true workload by 20%)</p>	<p>It is anticipated that the modelled workloads are <u>approximately</u> one third of the true workloads (550 hours vs. c.1600 hours). However, the relative times (ie. percentage breakdown) allocated to the core activities (teaching, research and administration) accurately reflect the true situation.</p>	

20/224	<p>Your Request</p> <p>1. Number of NDAs signed by the university with students or members of staff as part of a sexual assault [or other sexual violence] investigation or settlement in the years 2018/2019/2020.</p> <p>2. Number of accusations or reports of sexual violence brought to the university (to either welfare staff or academic staff) by students in the years 2018/2019/2020.</p>	<p>LJMU Response</p> <p>LJMU does not sign “non-disclosure agreements” and therefore we do not hold the information you seek.</p> <p>Confidentiality clauses are included as standard in Settlement Agreements or Tribunal COT3 agreements, which are the mechanisms used by the University to settle employee claims (actual or intimated). These agreements are signed off by our Vice Chancellor, and can be used in any number of circumstances.</p> <p>Confidentiality clauses are not used in isolation: a settlement agreement will contain a range of obligations for both parties. Wording used in such confidentiality clauses is compliant with current guidance from the Solicitors Regulation Authority and does not prevent a party from raising matters of a public interest nature, or from reporting criminal wrongdoing to the Police and/or relevant regulators.</p> <p>There have been 22 cases reported to the University’s Sexual Violence Liaison Officer in SAW since we started collecting this data in late 2018 – these may include case where the alleged perpetrator was not an LJMU student or staff member.</p> <table border="1" data-bbox="1003 1236 1621 1358"> <tr> <td>2018</td> <td>5</td> </tr> <tr> <td>2019</td> <td>12</td> </tr> </table>	2018	5	2019	12	
2018	5						
2019	12						

		2020	5						
	3. Number of accusations or reports of sexual violence brought to the university (to either welfare staff or academic staff) by members of staff in the years 2018/2019/2020.	<p>The table below includes reports of sexual violence or sexual harassment brought to the attention of HR. Our records only include incidents brought to the attention of HR under the Staff Dignity at work or Grievance Policies.</p> <table border="1"> <tr> <td>2018</td> <td>Nil</td> </tr> <tr> <td>2019</td> <td>1</td> </tr> <tr> <td>2020</td> <td>1</td> </tr> </table>		2018	Nil	2019	1	2020	1
2018	Nil								
2019	1								
2020	1								
	4. Number of accusations of violence brought to the university by a student which resulted in no further action after the initial report had been made to the university in the years 2018/2019/2020.	<p>The number of investigations under the Student Complaints procedure or the Students Discipline procedure where the alleged victim was a LJMU student, that resulted in no further action being taken. LJMU cannot consider action against a perpetrator who is not an LJMU student or staff member. Victims will be provided with support if they decide to make a complaint to the Police</p> <table border="1"> <tr> <td>2018</td> <td>Nil</td> </tr> <tr> <td>2019</td> <td>Nil</td> </tr> <tr> <td>2020</td> <td>Nil</td> </tr> </table>		2018	Nil	2019	Nil	2020	Nil
2018	Nil								
2019	Nil								
2020	Nil								
	5. Number of accusations of [Sexual] violence brought to the university by a member of staff which were dropped	None of the case brought to the attention of HR were dropped before the conclusion of full investigations. Our records only include							

<p>after the initial report had been made to the university in the years 2018/2019/2020.</p>	<p>incidents brought to the attention of HR under the Staff dignity at work or grievance policies.</p>	
<p>6. Number of accusations of sexual violence brought to the university which resulted in some action (removal from college premises, no contact agreement) on the university's part against the accused party in the years 2018/2019/2020.</p>	<p>2018</p>	<p>Nil</p>
	<p>2019</p>	<p><5</p>
	<p>2020</p>	<p><5</p>
	<p>These figures include those where reports of sexual violence were investigated via the Student Complaints Procedure or the Student Disciplinary Procedure. These figures do not include action taken against students who have received and notified us of a conviction for a crime under the Criminal Conviction Policy.</p> <p>It also includes the outcomes of investigations under the staff Code of Conduct and Staff Disciplinary Procedure.</p> <p>In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact details of outcomes of investigations where small numbers of individuals are involved, 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</p>	
<p>7. Number of students or members of staff who have been suspended or expelled</p>	<p>2018</p>	<p><5</p>

	<p>as a result of allegations of sexual violence in the years 2018/2019/2020.</p>	<table border="1"> <tr> <td>2019</td> <td><5</td> </tr> <tr> <td>2020</td> <td><5</td> </tr> </table>	2019	<5	2020	<5	<p>These figures include those where reports of sexual violence were investigated via the Student complaints Procedure or the Student Disciplinary Procedure. These figures do not include action taken against students who have received and notified us of a conviction for a crime under the Criminal Conviction Policy</p> <p>It also includes the outcomes of investigations under the staff Code of Conduct and Staff Disciplinary Procedure.</p> <p>In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact details of outcomes of investigations where small numbers of individuals are involved, 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.</p>	
2019	<5							
2020	<5							
20/225	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1157 987 1391"> <p>The data requested is for the annual sum number of complaints of racism, for each of the years 2015, 2016, 2017, 2018 and 2019.</p> </td> <td data-bbox="987 1157 1632 1391"> <p>Our records are held according to academic years starting on 1st August. Our answers below are for 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 based on complaints that lead to formal disciplinary investigations being opened.</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response	<p>The data requested is for the annual sum number of complaints of racism, for each of the years 2015, 2016, 2017, 2018 and 2019.</p>	<p>Our records are held according to academic years starting on 1st August. Our answers below are for 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 based on complaints that lead to formal disciplinary investigations being opened.</p>			
Your Request	LJMU Response							
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<p>How many complaints of racism have been made against students of your university for each year?</p>	<table border="1"> <tr><td>2015/2016</td><td>0</td></tr> <tr><td>2016/2017</td><td>0</td></tr> <tr><td>2017/2018</td><td>10</td></tr> <tr><td>2018/2019</td><td><5</td></tr> <tr><td>2019/2020</td><td><5</td></tr> </table>	2015/2016	0	2016/2017	0	2017/2018	10	2018/2019	<5	2019/2020	<5		
2015/2016	0												
2016/2017	0												
2017/2018	10												
2018/2019	<5												
2019/2020	<5												
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2015/2016	<5												
2016/2017	0												
2017/2018	0												
2018/2019	0												
2019/2020	0												
<p>How many students of your university have had disciplinary action taken against them due to racist behaviour?</p>	<table border="1"> <tr><td>2015/2016</td><td>0</td></tr> <tr><td>2016/2017</td><td>0</td></tr> <tr><td>2017/2018</td><td><5</td></tr> <tr><td>2018/2019</td><td><5</td></tr> <tr><td>2019/2020</td><td><5</td></tr> </table>	2015/2016	0	2016/2017	0	2017/2018	<5	2018/2019	<5	2019/2020	<5		
2015/2016	0												
2016/2017	0												
2017/2018	<5												
2018/2019	<5												
2019/2020	<5												
<p>How many Staff of your university have had disciplinary action taken against them due to racist behaviour?</p>	<p>In accordance with Section 40 (5B) (a) (i) of the FOIA, the University is exempt from the duty to confirm or deny whether or not any staff have been disciplined. This is to avoid inferences being drawn from such confirmation at this time, or in the future, which could lead to personal data of individuals being identified or inferred.</p> <p>Staff can be disciplined by LJMU under the terms the Staff Disciplinary Procedure.</p>												

		<p>The reason we are unable to confirm if any disciplinary action has occurred is because inferences could be drawn about the outcomes of any complaints by those who had brought a complaint against another individual.</p> <p>If we were to ever confirm that no such disciplinary action was taken, those who had made a complaint would know the outcome of the disciplinary procedure, which may otherwise be confidential.</p> <p>To ensure that we do not breach the Data Protection Principles of individuals who are complained against, our policy is not to release the outcome of any disciplinary investigation to anyone, including other parties in the matter.</p>					
		<p>In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, 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.</p>					
20/226	<table border="1"> <thead> <tr> <th data-bbox="331 1134 987 1171">Your Request</th> <th data-bbox="987 1134 1637 1171">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1171 987 1372">1. Did your vice-chancellor, or most senior manager of equivalent title, take a pay cut as a result of the pandemic earlier this year? If so, please provide details eg 20% cut in April to £100,000 p.a.</td> <td data-bbox="987 1171 1637 1372">No</td> </tr> </tbody> </table>	Your Request	LJMU Response	1. Did your vice-chancellor, or most senior manager of equivalent title, take a pay cut as a result of the pandemic earlier this year? If so, please provide details eg 20% cut in April to £100,000 p.a.	No		
Your Request	LJMU Response						
1. Did your vice-chancellor, or most senior manager of equivalent title, take a pay cut as a result of the pandemic earlier this year? If so, please provide details eg 20% cut in April to £100,000 p.a.	No						

	<p>2. What is the basic salary for your vice-chancellor, or most senior manager of equivalent title, for the new academic year and are they receiving a lower than envisaged amount as a result of the pandemic?</p>	<p>The salary of our Vice-Chancellor as of 31st July 2020 is published in our 2020 annual accounts, which are published on our website at this address: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p> <p>There has been no change to this figure since July 31st 2020. No decisions have been made on pay reviews for 2021.</p>	
	<p>3. Has your university made any exit payments (also variously known as severance payments, redundancy payments and payoffs) to any individual totalling more than £100,000 in 2018-19, 2019-20 or the current academic year to November 1st? If so please provide details eg 1 vice-chancellor, received £150,000 in October 2020.</p>	<p>On 14th September 2018 Professor Nigel Weatherill resigned from the position of Vice Chancellor and Chief Executive. He received a payment of £148,000 in lieu of a notice period.</p> <p>This is confirmed in our 2019 financial statements.</p> <p>Under the provisions of FOIA s.40 (5B), LJMU can neither confirm nor deny whether any further “severance payments” in excess of £100,000 have been paid as to do so would be in breach of the principles of the GDPR. Any such payments would be rare and confirming their existence could identify personal data about an individual if a mosaic of information is taken together</p>	
20/227	<p>Your Request</p> <p>I would like to submit a Freedom of Information request regarding Hong Kong Police Force (HKPF) job openings advertised on your</p>	<p>LJMU Response</p> <p>LJMU does not hold records of advertisements displayed on its careers website prior to August 2018. This is because we changed the</p>	

	<p>institution's careers website/student careers portal. If your institution has never advertised such openings to its students, please respond stating so.</p>	<p>company that hosted this function and no longer hold records of the sites contents from before this date.</p> <p>Since August 2018 our records show that we have not advertised any vacancies for the Hong Kong Police.</p>	
<p>1. If openings were advertised in the 2019/2020 academic year; if so, a) the role, b) the day it was posted, c) the day it closed, d) the day it was taken down (if applicable; and if so, why), e) whether only applications from Hong Kong residents were accepted.</p>			
<p>2. If openings are being advertised in the 2020/2021 academic year; if so, a) the role, b) the day it was posted, c) the day it closes, d) the day it was taken down (if applicable; and if so, why), e) whether only applications from Hong Kong residents were accepted.</p>			
<p>3. From 2010 and onwards, the years the institution has advertised job openings in the HKPF. (If the cost to answer this question exceeds the limit, please disregard it.)</p>			
<p>4. Plain text/screenshots of the advertisement (and attached files) for the academic years of</p>			

<p>a) 2019/20, b) 2020/21. (If the cost to answer this question [4a&b] exceeds the limit, please disregard it.)</p>		
<p>5. The portal used by the institution to promote all and any job openings to its students (e.g. MyAdvantage). If the institution uses an internal careers portal (and not a third-party platform), please state its name.</p>	<p>Prior to August 2018 we used the Prospects Net (PNet) job website that was owned and managed by a third party provider called Prospects.</p> <p>Currently LJMU uses a platform provided by Abintegro Ltd.</p>	
<p>Please note:</p> <ul style="list-style-type: none"> • "The role" is defined as the job opening or position that is advertised to students, such as "probationary inspector", "police mentorship programme outreach (PMPO)", "editorial assistant", "human resources intern", "auditing placement", "PR account executive", "work experience". It is used interchangeably with "job opening", "posting", "opening". • "The day it was posted" is defined as the date the role was first put up on your institution's careers portal or website. • "The day it closed/closes" is defined as the date from which applications for the role will no longer be accepted. • "The day it was taken down" is defined as the date the job advertisement was removed from the 		

	<p>website premature to the day it was going to be closed.</p> <ul style="list-style-type: none"> • "Careers portal" and "job portal" are used interchangeably. 								
20/229	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>1. In each of the last two financial years (i) (2018/19) and (ii) (2019/20) how much has the university paid to organisations/institutions/companies/individuals to promote or advertise the university through the use of Instagram, other than any Instagram account held and operated by the university? Please provide me with the Instagram names through which the university was advertised/promoted.</td> <td>None</td> </tr> <tr> <td>2. In each of the last two financial years (i) (2018/19) and (ii) (2019/20) how much has the university paid to any kind of sports club to promote or advertise the university?</td> <td>None</td> </tr> </tbody> </table>	Your Request	LJMU Response	1. In each of the last two financial years (i) (2018/19) and (ii) (2019/20) how much has the university paid to organisations/institutions/companies/individuals to promote or advertise the university through the use of Instagram, other than any Instagram account held and operated by the university? Please provide me with the Instagram names through which the university was advertised/promoted.	None	2. In each of the last two financial years (i) (2018/19) and (ii) (2019/20) how much has the university paid to any kind of sports club to promote or advertise the university?	None		
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20/230	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>Under the Freedom of Information Act, please could you provide me with the number of</td> <td>Students accessing Counselling services</td> </tr> </tbody> </table>	Your Request	LJMU Response	Under the Freedom of Information Act, please could you provide me with the number of	Students accessing Counselling services				
Your Request	LJMU Response								
Under the Freedom of Information Act, please could you provide me with the number of	Students accessing Counselling services								

<p>students who have accessed counselling services provided by the university for each of the past three academic years (2017/18, 2018/19 and 2019/20), and the current academic year (2020/21) to date.</p>	<table border="1"> <tr> <td>2020/21* to 08/12/20</td> <td>224*</td> </tr> <tr> <td>2019/20</td> <td>662</td> </tr> <tr> <td>2018/19</td> <td>862</td> </tr> <tr> <td>2017/18</td> <td>871</td> </tr> </table>	2020/21* to 08/12/20	224*	2019/20	662	2018/19	862	2017/18	871
	2020/21* to 08/12/20	224*							
2019/20	662								
2018/19	862								
2017/18	871								
<p>If possible, please provide a breakdown by the type of issue the students are seeking help for.</p>	<p>The below data has been recorded as the "Type of Issues" on our CRM system for students seeking counselling since 2017. The categorisation is at the discretion of the professional and at sometimes all cases were classed as counselling</p> <p>In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, 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.</p> <table border="1"> <thead> <tr> <th>Type of Issue</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Abortion – client or client’s partner is considering or has had an abortion</td> <td><5</td> </tr> <tr> <td>Accommodation</td> <td><5</td> </tr> <tr> <td>Addictive Behaviours</td> <td><5</td> </tr> </tbody> </table>	Type of Issue	Total	Abortion – client or client’s partner is considering or has had an abortion	<5	Accommodation	<5	Addictive Behaviours	<5
Type of Issue	Total								
Abortion – client or client’s partner is considering or has had an abortion	<5								
Accommodation	<5								
Addictive Behaviours	<5								

		Anger – client has difficulty managing own anger	<5
		Anxiety	90
		Anxiety – mild and/or generalised	45
		Attempted rape or sexual indecency – where client has experienced sexual assault	<5
		Bereavement – a loss of a relationship through death	28
		Bereavement through Suicide of partner/relative/close friend	<5
		Client has become a parent	<5
		Concern about the safety and welfare of others	<5
		Concern over illness of significant other (partner, parent etc.)	6
		Counselling	2120
		Cultural change	<5
		Depression	19
		Depression, Anger & Mood Change Or Disorder	<5
		Difficulties in relationship with the opposite gender	<5
		Difficulties with house/flat mates	<5
		Difficulty ending a relationship	12
		Disappointment with course/course content	<5

		Drink Spiking – client has experienced having their drink spiked	<5	
		Early trauma and its effects	<5	
		Eating Disorder	<5	
		Exam related stress/anxiety	<5	
		Family problems rather than difficulties in the relationships	<5	
		Fear/concern over client's own physical health (e.g. cancer)	<5	
		Financial	<5	
		Illness – general or non-specific	<5	
		Intentional Self-harm – e.g. cutting, burning, over-exercise, self medication	6	
		Lack of academic motivation/concentration and procrastination	<5	
		Lack of relationships/lonely/isolated	<5	
		Leaving home/homesickness	5	
		Letting go after a relationships ends	8	
		Loss	<5	
		Low mood	73	
		Mood swings	<5	
		Panic attacks	10	

		Past suicide attempt – more than 6 months previous	<5	
		Persecution/bullying/harassment/stalking – client is being or has been persecuted/bullied by other(s)	<5	
		Phobia	<5	
		Physical abuse – where client is/was being abused	<5	
		Post traumatic stress (inc PTSD)	<5	
		Post viral fatigue/ME/Chronic Fatigue Syndrome (CFS)	<5	
		Rape – where client has been raped	<5	
		Recent suicide attempt – within last 6 months	6	
		Relating to academic procedures	<5	
		Relationship difficulty with colleague(s) – ie co-workers	<5	
		Relationship with friend(s) and/or house mates	<5	
		Relationship with partner	13	
		Relationships in the family or with a family member	24	
		Request for written support/reference/report	<5	
		Self-esteem/Self-confidence/ego strength/coping ability	9	

		Separation/divorce – of a client's parents	<5	
		Severe anxiety state	15	
		Sexual abuse – where client is/was being abused	<5	
		Sexual identity/orientation	<5	
		Shock state	<5	
		Sleep disturbance	<5	
		Social Anxiety/Social Phobia	10	
		Step-parent difficulties	<5	
		Stress	12	
		Struggling academically	8	
		Suicidal thoughts or feelings	13	
		Surgery	<5	
		Suspension/withdrawal/time out from course/Intercalation	<5	
		Talking to gain clarity about a situation	<5	
		University/ Institution/college – leaving	<5	
		University/Institution/college – adjustment to	<5	
20/232				
		Your Request	LJMU Response	
		1. The number of students who have faced disciplinary action by the institution since the	203	

<p>start of 2020-21 academic year for breaching Covid guidelines.</p>						
<p>2. Please can you breakdown what action these students faced for breaking the university's Covid rules. For example, how many of these students received fines from the university and how many were suspended.</p>	<p>SANCTIONS</p>	<p>AUGUST</p>	<p>SEPTEMBER</p>	<p>OCTOBER</p>	<p>NOVEMBER</p>	<p>DECEMBER*</p>
<p>Grade 1 Warning</p>	<p>0</p>	<p>0</p>	<p>< 5</p>	<p>3 3</p>	<p>0</p>	
<p>Grade 2 Warning</p>	<p>0</p>	<p>5</p>	<p>7</p>	<p>2 4</p>	<p>< 5</p>	
<p>Final Warning</p>	<p>0</p>	<p>< 5</p>	<p>0</p>	<p>< 5</p>	<p>0</p>	
<p>Behaviour Letter</p>	<p>0</p>	<p>0</p>	<p>2 8</p>	<p>2 5</p>	<p>0</p>	
<p>No Further Action</p>	<p>0</p>	<p>0</p>	<p>1 9</p>	<p>2 4</p>	<p>< 5</p>	
<p>Ongoing Investigation</p>	<p>0</p>	<p>< 5</p>	<p>< 5</p>	<p>9</p>	<p>1 3</p>	
<p>This table shows incidents that have been investigated by our Student Governance Team, grouped by the month that the incident occurred in.</p>						
<p>Sanctions are as defined in the LJMU Student Code of Behaviour and Disciplinary Procedures. This document can be located on our website: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process</p>						

		<p>* December figure is as of 10th December 2020</p> <p>In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, 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.</p>										
	<p>3. Please can you breakdown how much each fine was and the reason why it was issued.</p>	<p>Not Applicable</p>										
	<p>4. Please can you provide the date (or failing that the week or month) that the incident took place.</p>	<p>Please see table above</p>										
<p>20/233</p>	<table border="1"> <thead> <tr> <th data-bbox="324 1027 985 1062">Your Request</th> <th colspan="2" data-bbox="985 1027 1635 1062">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1062 985 1235"> <p>1. The number of students enrolled in the university who have died from the start of the 2020 academic year until 22nd November and the causes of these deaths (if known).</p> </td> <td colspan="2" data-bbox="985 1062 1635 1291"> <p>Deaths of students between the start of the Academic Year (01 August) and 22 November in the following years:</p> </td> </tr> <tr> <td data-bbox="324 1235 985 1355"> <p>2. The number of students enrolled in the university who died from the start of the academic year until the 22nd November</p> </td> <td data-bbox="985 1291 1301 1355"> <p>2020</p> </td> <td data-bbox="1301 1291 1635 1355"> <p>2</p> </td> </tr> </tbody> </table>	Your Request	LJMU Response		<p>1. The number of students enrolled in the university who have died from the start of the 2020 academic year until 22nd November and the causes of these deaths (if known).</p>	<p>Deaths of students between the start of the Academic Year (01 August) and 22 November in the following years:</p>		<p>2. The number of students enrolled in the university who died from the start of the academic year until the 22nd November</p>	<p>2020</p>	<p>2</p>		
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	<p>for 2016, 2017, 2018 and 2019, and the causes of these deaths (if known).</p>	<table border="1"> <tr> <td>2019</td> <td>1</td> </tr> <tr> <td>2018</td> <td>1</td> </tr> <tr> <td>2017</td> <td>0</td> </tr> <tr> <td>2016</td> <td>1</td> </tr> </table>	2019	1	2018	1	2017	0	2016	1	<p>LJMU only records the cause of death of a student if we are formally informed by a coroner. During the last 5 years we have not received such a notification and therefore do not hold this information.</p>				
2019	1														
2018	1														
2017	0														
2016	1														
20/234	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>(i) Do you have records on the ethnicity of your university workforce?</td> <td>Yes</td> </tr> <tr> <td>(a) If so, please state how many FTE professors [staff with the title of Professor] you have at the university and</td> <td>104.05</td> </tr> <tr> <td>(b) How many of them are recorded as being black?</td> <td> <p>No members of staff with the title Professor identify as Black African, Black British or Black Caribbean or Black other.</p> <p>Staff at LJMU are asked to identify ethnicity against the following categories:</p> <table border="1"> <tr> <td>Arab</td> </tr> <tr> <td>Asian - Bangladeshi</td> </tr> <tr> <td>Asian - Indian</td> </tr> <tr> <td>Asian - Pakistani</td> </tr> </table> </td> </tr> </tbody> </table>	Your Request	LJMU Response	(i) Do you have records on the ethnicity of your university workforce?	Yes	(a) If so, please state how many FTE professors [staff with the title of Professor] you have at the university and	104.05	(b) How many of them are recorded as being black?	<p>No members of staff with the title Professor identify as Black African, Black British or Black Caribbean or Black other.</p> <p>Staff at LJMU are asked to identify ethnicity against the following categories:</p> <table border="1"> <tr> <td>Arab</td> </tr> <tr> <td>Asian - Bangladeshi</td> </tr> <tr> <td>Asian - Indian</td> </tr> <tr> <td>Asian - Pakistani</td> </tr> </table>	Arab	Asian - Bangladeshi	Asian - Indian	Asian - Pakistani		
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Arab															
Asian - Bangladeshi															
Asian - Indian															
Asian - Pakistani															

		Asian Other	
		Black African	
		Black British	
		Black Caribbean	
		Black Other	
		Chinese	
		Chinese - Other	
		Gypsy or Traveller	
		Information Refused	
		Mixed - White and Asian	
		Mixed - White and Black African	
		Mixed - White and Black Caribbean	
		Not Known	
		Other Ethnic Background	
		Other Mixed Background	
		White - British	
		White - English	
		White - Irish	
		White - Scottish	
		White - Welsh	
White Other			
	(ii) In relation to the 2020 intake of students at your university please state:		
	(a) how many students started an undergraduate course at the university in the Autumn of this year	7537	

	(b) of these students were recorded as having been a student that qualified for free school meals, and	We do not hold this data.									
	(c) of those that were on free school meals how many of them were male AND recorded as being of white British ethnicity.	Not applicable									
20/236	<table border="1"> <thead> <tr> <th>Your Request</th> <th>LJMU Response</th> </tr> </thead> <tbody> <tr> <td>1. Does the PGCE include training on decolonising or diversifying the curriculum? (Please specify the terminology the course uses, e.g. a decolonising, diversifying, internationalising or making inclusive.)</td> <td>The importance of an inclusive curriculum is addressed in all PGCE programmes. As part of the content, all of the following terms will be explored: decolonising, diversifying, making inclusive. 'Global Curriculum'. We refer to the terms to familiarise our trainees with what they may hear and to define meanings.</td> </tr> <tr> <td>1.1 How does the subject specific teacher training – e.g. history, English, maths, geography, science, etc – address diversifying or decolonising the curriculum?</td> <td>All staff review their materials considering unconscious bias, diversity, inclusivity and stereotypes Subject specific examples of addressing issues of diversity include: Drama: issues of race and inequality through exploration of texts such as 'Mogadishu' by V Franzmann which is a GCSE drama text. English: Considering the extent to which authors in the GCSE English literature specifications are from ethnic minority backgrounds, and the representations of BAME characters in school texts.</td> </tr> <tr> <td>1.2 In particular, in what ways does the subject specific training address how teachers can include the achievements and experiences</td> <td>Trainees critically evaluate curricula and their awareness is raised of the importance of ensuring learners gain knowledge of positive</td> </tr> </tbody> </table>			Your Request	LJMU Response	1. Does the PGCE include training on decolonising or diversifying the curriculum? (Please specify the terminology the course uses, e.g. a decolonising, diversifying, internationalising or making inclusive.)	The importance of an inclusive curriculum is addressed in all PGCE programmes. As part of the content, all of the following terms will be explored: decolonising, diversifying, making inclusive. 'Global Curriculum'. We refer to the terms to familiarise our trainees with what they may hear and to define meanings.	1.1 How does the subject specific teacher training – e.g. history, English, maths, geography, science, etc – address diversifying or decolonising the curriculum?	All staff review their materials considering unconscious bias, diversity, inclusivity and stereotypes Subject specific examples of addressing issues of diversity include: Drama: issues of race and inequality through exploration of texts such as 'Mogadishu' by V Franzmann which is a GCSE drama text. English: Considering the extent to which authors in the GCSE English literature specifications are from ethnic minority backgrounds, and the representations of BAME characters in school texts.	1.2 In particular, in what ways does the subject specific training address how teachers can include the achievements and experiences	Trainees critically evaluate curricula and their awareness is raised of the importance of ensuring learners gain knowledge of positive
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1.2 In particular, in what ways does the subject specific training address how teachers can include the achievements and experiences	Trainees critically evaluate curricula and their awareness is raised of the importance of ensuring learners gain knowledge of positive										

	black and minority ethnic people in the curriculum?	diverse representations of experiences and achievement. Feedback from school-based staff on their teaching will highlight the extent to which trainees develop their practice.	
	1.3 Is training on decolonising or diversifying the curriculum an optional or mandatory part of the PGCE?	All aspects of training are mandatory. Equality & Diversity is interwoven throughout the training we provide. Included within this will be discussion of decolonising or diversifying the curriculum as part of providing an inclusive curriculum.	
	2. How does the PGCE equip trainee teachers to understand and address racism and anti-racism?	All students consider specific terms e.g. stereotyping, unconscious bias and prejudice and reflect on how these impact on their professional responsibilities as educators. As part of inclusive classrooms students explore some strategies for dealing with racist behaviour. All school partners will ensure students are fully aware of the policy and practice for dealing with racist behaviour on placement and will expect them to adhere to this.	
	2.1 In particular, how does the PGCE equip trainee teachers to address racism and anti-racism in the classroom?	See above	
	2.2 How does the PGCE assess trainee teachers' understanding of racism and anti-racism and how to address them in school? (N.B. You may find it helpful to read questions 3-3.7 when answering questions 2-2.2.)	All trainees have to meet Part 2 of the Teachers' Standards in order to pass.	

	3. Does the PGCE specifically include training on the following:	Awareness is raised of each of these issues and the terms and concepts are explored as part of training in social justice and inclusivity	
	3.1 Unconscious bias?	Yes	
	3.2 Anti-racist pedagogy?	Yes – including curriculum design.	
	3.3 Racial microaggressions?	As part of evaluating school policies and issues raised by pupils.	
	3.4 Critical race theory?	No	
	3.5 Racial literacy? (Teaching children how to recognize, respond to and counter forms of everyday racism.)	No	
	3.6 White privilege?	No	
	3.7 Institutional racism?	Yes, including the Stephen Lawrence enquiry and McPherson report.	
	4. If the PGCE covers any of the above issues (3.1-3.7), please state whether each topic is a mandatory or an optional part of the course.	All students will explore these issues as part of core modules.	
	5. Has the PGCE curriculum itself been decolonised or diversified?	This work is ongoing in collaboration with Partner Schools. .	
	5.1 If so, when did this work begin and what does it entail?	A critical perspective on the PGCE curriculum is an ongoing aspect of our evaluation and review processes. Staff meetings discuss regularly our curriculum choices and issues of inclusivity are at the forefront of what our programmes offer. As many of our Partner schools are also looking at their curricula through this lens, we are involving key partners in the discussions.	
20/237			

	Your Request	LJMU Response	
	<p>1 - Over your past 5 year cohort, how many disabled students enrolled on your MA/PGDip in Journalism course?</p>	<p>The MA Journalism course at LJMU only recruited students for one of the past 5 years (2020/21). The number of the students on this course who have declared a disability to LJMU is less than five (<5). In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them.</p>	
	<p>2 - Of that number, how many disabled students graduated with accreditation from either the NCTJ, the BTJC or the PPA?</p>	<p>Not Applicable – the course MA Journalism first enrolled students in September 2020 and none have graduated yet</p>	
	<p>3 - How many students, if any, had to withdraw from the programme over the past 5 years?</p>	<p>None</p>	
	<p>4 - Of that cohort, how many needed reasonable adjustments in order to complete their course?</p>	<p>Due to the small number of individuals caught within in scope of this question we are unable to disclose this information under the provisions of Section 40 (2) of the FOIA as it could lead to inferences being drawn about personal data.</p>	
<p>20/239</p>	<p>Your Request</p>	<p>LJMU Response</p>	
	<p>1. Does your university use agents to recruit international students? Please respond yes/no</p>	<p>Yes</p>	
	<p>2. How many current contracts do you have with student recruitment agents (broken down by EU and non-EU)?</p>	<p>LJMU has current contracts with 172 student recruitment agencies that operate in and recruit students from Non-EU countries around the world.</p>	

		We have no (0) contracts with such agencies operating to recruit EU students.	
	3. Number of non-EU international students enrolled using recruitment agents between 2014-15 and 2019-20 (please provide separate figures for each year)	<p>LJMU will not provide details of the effectiveness of its recruitment strategy 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</p> <p>The University recruits students in a very competitive marketplace and considers that no public interest would be served by the disclosure of this information.</p>	
	4. Number of EU students enrolled using recruitment agents between 2014-15 and 2019-20 (please provide separate figures for each year)	0	
	5. Amount spent on commission fees for non-EU international student recruitment agents between 2014-15 and 2019-20 (please provide separate figures for each year, both including and excluding VAT)	<p>LJMU will not provide details of its commercial arrangements with its partners 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</p> <p>The University recruits students in a very competitive marketplace and considers that no public interest would be served by the disclosure of this information</p>	
	6. Amount spent on commission fees for EU student recruitment agents between 2014-15 and 2019-20 (please provide	£0	

	<p>separate figures for each year, both including and excluding VAT)</p> <p>7. Did you take action over suspected wrongdoing by student recruitment agents between 2014-15 and 2019-20? If so, how many cases did you deal with, how many of these cases led to the cancellation of a contract with an agent, and what were your concerns (e.g. the use of fraudulent documents, issues surrounding fees)?</p>	<p>We do not hold any information within the scope of your request.</p>											
20/240	<p>Your Request</p> <p>Policing, Criminology, Criminal Justice, Applied Investigation, Criminal and Corporate Investigations, academic development and Business programmes at UG and PG level.</p> <p>I would be extremely grateful if you could share these student numbers for the academic years 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 enrolment for police officer or staff using the [Recognition of Prior Experience and Learning] RPL arrangements for your programmes.</p>	<p>LJMU Response</p> <p>Number of Police staff and officers enrolling as students each year through RPEL arrangements.</p> <table border="1"> <tr> <td>2020/21</td> <td>11</td> </tr> <tr> <td>2019/20</td> <td>27</td> </tr> <tr> <td>2018/19</td> <td>13</td> </tr> <tr> <td>2017/18</td> <td>18</td> </tr> <tr> <td>2016/17</td> <td>5</td> </tr> </table>	2020/21	11	2019/20	27	2018/19	13	2017/18	18	2016/17	5	
2020/21	11												
2019/20	27												
2018/19	13												
2017/18	18												
2016/17	5												
20/241	<p>Your Request</p> <p>1. The number of subject access requests (Article 15 General Data Protection Regulation) made under the Data Protection Act 2018 in:</p> <p>a) 2018 b) 2019</p>	<p>LJMU Response</p> <table border="1"> <tr> <td>2018</td> <td>2019</td> <td>2020* – 30 Sep</td> </tr> <tr> <td>34</td> <td>42</td> <td>21</td> </tr> </table>	2018	2019	2020* – 30 Sep	34	42	21					
2018	2019	2020* – 30 Sep											
34	42	21											

20/242	c) by 30th September 2020														
	If feasible, please also provide the number of these requests that were immigration-related presented in the same timeline (2018 - 2019 - 2020).	None of our records indicate any of these cases included specific requests for immigration data.													
	<p>2. The number of times information was redacted from the response to a subject access request on the basis of Schedule 2 Part 1 Para 4 of the Data Protection Act 2018 (the immigration exemption) in:</p> <p>a) 2018 b) 2019 c) by 30th September 2020</p>	<table border="1"> <tr> <td data-bbox="990 555 1205 628">2018</td> <td data-bbox="1205 555 1420 628">2019</td> <td data-bbox="1420 555 1624 628">2020* – 30 Sep</td> </tr> <tr> <td data-bbox="990 628 1205 663">Nil</td> <td data-bbox="1205 628 1420 663">Nil</td> <td data-bbox="1420 628 1624 663">Nil</td> </tr> </table>			2018	2019	2020* – 30 Sep	Nil	Nil	Nil					
	2018	2019	2020* – 30 Sep												
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<p>3. The number of times appeals were made against the restriction [identified in 2] in:</p> <p>a) 2018 b) 2019 c) by 30th September 2020</p>	<table border="1"> <tr> <td data-bbox="990 893 1205 967">2018</td> <td data-bbox="1205 893 1420 967">2019</td> <td data-bbox="1420 893 1624 967">2020* – 30 Sep</td> </tr> <tr> <td data-bbox="990 967 1205 1002">N/A</td> <td data-bbox="1205 967 1420 1002">N/A</td> <td data-bbox="1420 967 1624 1002">N/A</td> </tr> </table>			2018	2019	2020* – 30 Sep	N/A	N/A	N/A						
2018	2019	2020* – 30 Sep													
N/A	N/A	N/A													
<p>4. The number of times those appeals [identified in 3] were overturned in:</p> <p>a) 2018 b) 2019 c) by 30th September 2020</p>	<table border="1"> <tr> <td data-bbox="990 1101 1205 1174">2018</td> <td data-bbox="1205 1101 1420 1174">2019</td> <td data-bbox="1420 1101 1624 1174">2020* – 30 Sep</td> </tr> <tr> <td data-bbox="990 1174 1205 1209">N/A</td> <td data-bbox="1205 1174 1420 1209">N/A</td> <td data-bbox="1420 1174 1624 1209">N/A</td> </tr> <tr> <td data-bbox="990 1241 1205 1315">2018</td> <td data-bbox="1205 1241 1420 1315">2019</td> <td data-bbox="1420 1241 1624 1315">2020* – 30 Sep</td> </tr> <tr> <td data-bbox="990 1315 1205 1350">N/A</td> <td data-bbox="1205 1315 1420 1350">N/A</td> <td data-bbox="1420 1315 1624 1350">Nil</td> </tr> </table>			2018	2019	2020* – 30 Sep	N/A	N/A	N/A	2018	2019	2020* – 30 Sep	N/A	N/A	Nil
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N/A	N/A	N/A													
2018	2019	2020* – 30 Sep													
N/A	N/A	Nil													

	<p>Your Request</p> <p>Please can you provide me with the annual spend and the start date [of your organisation's Mobile Phones contract]?</p>	<p>LJMU Response</p> <p>The EE contract runs from 11th June 2019 to 10th June 2021</p> <p>The Vodafone contract dates are 17th June 2020 to 16th June 2022.</p> <p>This information is provided annually in the IT Provision and Use document available on the FOI part of our website: 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</p> <p>We are not going to disclose the value of these contracts because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.</p>	
20/243	<p>Your Request</p> <p>1. What was the total market value of the university's investment portfolio(s) on the 30th September 2020? If you are going to provide this information through your Annual Accounts/Financial Statements, please provide the specific page number, section and row that the value can be found on. For example,</p>	<p>LJMU Response</p> <p>This information is provided (as at 31 July 2020) through the Financial Statements, which are published annually.</p> <p>The information is contained within the Balance Sheet at page 72 and within the Notes to the Accounts on page 85 Note 13 and page 88 Note 16. Wholly owned subsidiary companies</p>	

<p>page 28, section 5 “Investments” line “overall investment value”.</p>	<p>are listed on page 93 Note 27 LJMU’ s financial statements, including those for 2020 can be found here https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p>	
<p>2. On the 30th September 2020, were the institution's investment portfolio(s) managed directly by the institution, indirectly by [an] external fund manager(s), or a combination of both?</p>	<p>The institution’s investment funds are managed by the institution.</p>	
<p>3. If the university uses external fund manager(s) to manage investment portfolios, please provide the name of each fund manager used, along with the percentage of the total investment funds that they were managing on the 30th September 2020</p>	<p>Not Applicable</p>	
<p>4. If the institution invests directly, please provide the details of companies invested in (by way of all investment portfolios), including the full names of each company invested in, and the market value invested in each company on the 30th September 2020.</p>	<p>This information is provided (as at 31 July 2020) through the Financial Statements, which are published annually.</p> <p>The information is contained within the Balance Sheet at page 72 and within the Notes to the Accounts on page 85 Note 13 and page 88 Note 16. Wholly owned subsidiary companies are listed on page 93 Note 27 LJMU’ s financial</p>	

		<p>statements, including those for 2020 can be found here https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements</p>									
	<p>5. If the university holds investments through [an] external fund manager(s), please provide the investment portfolio for that manager on the 30th September 2020, including the market value for each company that forms part of your investment portfolio(s) with them. Please provide this information at a company level in a spreadsheet and/or the format that this information is provided to you by your fund manager(s).</p>	<p>Not applicable</p>									
<p>20/244</p>	<table border="1"> <thead> <tr> <th data-bbox="331 1011 987 1046">Your Request</th> <th data-bbox="987 1011 1637 1046">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1046 987 1182"> <p>1. Does the University outsource transactional services to another University or shared service function or external party?</p> </td> <td data-bbox="987 1046 1637 1182"> <p>No</p> </td> </tr> <tr> <td data-bbox="331 1182 987 1222"> <p>1.a. If yes, what is the name of said body</p> </td> <td data-bbox="987 1182 1637 1222"> <p>N/A</p> </td> </tr> <tr> <td data-bbox="331 1222 987 1356"> <p>2. Which Finance system is used by the University (Oracle, Agresso, Sage, EFinancial, SAP etc.)?</p> </td> <td data-bbox="987 1222 1637 1356"> <p>Oracle – E-business suite</p> </td> </tr> </tbody> </table>		Your Request	LJMU Response	<p>1. Does the University outsource transactional services to another University or shared service function or external party?</p>	<p>No</p>	<p>1.a. If yes, what is the name of said body</p>	<p>N/A</p>	<p>2. Which Finance system is used by the University (Oracle, Agresso, Sage, EFinancial, SAP etc.)?</p>	<p>Oracle – E-business suite</p>	
Your Request	LJMU Response										
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	3. Please state the total number of Accounts Payable invoices processed by the University in the last financial year	33,962	
	4. Please state the total value of the Accounts Payable invoices processed by the University in the last financial year	£136,970,230	
	5. Is 3rd party pre-payment software utilised by the University to prevent invoice payment errors (e.g. duplicate invoices, overpayments, VAT input errors or credits on statements) from occurring?	No	
	6. Are the services of a 3rd party, or 3rd party software, utilised by the University to identify historical invoice errors (duplicate invoices, overpayments, VAT input errors or credits on statements)?	No	
	7. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions as in questions (5) and (6) as above 7.a.i. Please state the period(s) reviewed by each	N/A	
	7.b. Please state the total value of moneys recovered/incorrect payments identified (as appropriate) by each provider in the period(s) reviewed.	N/A	

	8. Please provide a contact list for finance & procurement departments at the University.	PurchaseOrderQueries@ljam.ac.uk										
	9. What internal controls does the University have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)	<ul style="list-style-type: none"> • Three way match • Requirement of PO before an invoice is paid • Invoice scanning • System review for invoice duplications 										
20/245	<table border="1"> <thead> <tr> <th data-bbox="331 600 987 639">Your Request</th> <th data-bbox="987 600 1637 639">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 639 987 842">Under the Freedom of Information Act, I request the following information about all instances of sexual misconduct reported by students at Liverpool John Moores University from 2015/2016 until the end of the 2019/20 academic year inclusive.</td> <td data-bbox="987 639 1637 1380" rowspan="4">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 Advice and Wellbeing team only started recording the reason for being contacted by a student in 2018. To ascertain how many such cases from August 2015 to July 2018 were due to reports of sexual violence would require manual analysis of each file. Due to the volume of case, files over these three years you have requested the costs of manual analysis would be in excess of £450.</td> </tr> <tr> <td data-bbox="331 842 987 981">a) Whether the university employs an Independent Sexual Violence Advisor</td> </tr> <tr> <td data-bbox="331 981 987 1153">b) The number of disclosures made by students (including student-on-student and staff-on-student sexual misconduct)</td> </tr> <tr> <td data-bbox="331 1153 987 1292">c) The number of formal complaints made by students (including student-on-student and staff-on-student sexual misconduct)</td> </tr> <tr> <td data-bbox="331 1292 987 1380">d) How many of these resulted in expulsion for the perpetrator</td> <td data-bbox="987 1292 1637 1380"></td> </tr> </tbody> </table>		Your Request	LJMU Response	Under the Freedom of Information Act, I request the following information about all instances of sexual misconduct reported by students at Liverpool John Moores University from 2015/2016 until the end of the 2019/20 academic year inclusive.	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 Advice and Wellbeing team only started recording the reason for being contacted by a student in 2018. To ascertain how many such cases from August 2015 to July 2018 were due to reports of sexual violence would require manual analysis of each file. Due to the volume of case, files over these three years you have requested the costs of manual analysis would be in excess of £450.	a) Whether the university employs an Independent Sexual Violence Advisor	b) The number of disclosures made by students (including student-on-student and staff-on-student sexual misconduct)	c) The number of formal complaints made by students (including student-on-student and staff-on-student sexual misconduct)	d) How many of these resulted in expulsion for the perpetrator		
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20/246	Your Request	LJMU Response	
	<p>1. What learning/management software platforms are being used by students at your institution? For example: Blackboard, Blackboard Collaborate, Moodle, Studynet, Canvas, Zoom, Teams etc. Please list all that apply, and specify others if not listed.</p>	<p>Canvas is the VLE. We have a number of core learning tools in Canvas as LTIs. The main LTIs are: Zoom Teams BuddyCheck Turnitin Panopto Collaborations</p>	
	<p>2. For the answers stated in question 1, what are these platforms achieving for your students and you as an institution? What are the short and long term goals for using these platforms?</p>	<p>Online learning through synchronous or a synchronous activity.</p>	
	<p>3. Which of these platforms do the students use via their mobile devices?</p>	<p>Mobile compatibility was a core requirement when we acquired Canvas. However, this doesn't mean that student will always (or even ever) access from mobile devices. It is an option.</p>	
	<p>4. What were/are the budgets for these types of IT learning/management software platforms for the financial years 18/19, 19/20, 20/21 and 21/22?</p>	<p>The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. We operate in a competitive sector and to be able to offer the best education to our students we need to ensure that our competition does not know our direction of travel. This detail may also limit our ability to achieve value for money in future procurement. Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.</p>	

	<p>5. How long are the contract terms for the IT programs mentioned above?</p>	<p>Canvas is for 7 years – various contract lengths for the other LTIs</p>	
	<p>6. How much are the contracts and what are the pricing structures? For example, the price for Blackboard is £X per student with 10,000-14,999 users</p>	<p>The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. This detail may limit our ability to achieve value for money in future procurement. Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.</p>	
	<p>7. Who is responsible for making decisions in regards to IT platforms and the external suppliers? (This could include anyone who is responsible for the contracts). What is the title of the role and what is their email address? If you cannot provide, please provide a shared email address such as info@.</p>	<p>Peter Ashton Chief Information Officer Information Technology Services. p.ashton@ljmu.ac.uk</p>	
<p>20/247</p>	<p>Your Request</p> <p>The Oracle HR/Payroll contract is expired. Can you please confirm whether this contract is extended or replaced by any other supplier? If so please provide the full information.</p>	<p>LJMU Response</p> <p>Under the provisions of Section 22 of the FOIA, the University is not obliged to provide a response if the information requested is intended for future publication. The University can confirm that the information requested is intended for update and publication at the end of March each year and will be available on the website at: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-</p>	

		<p>information-and-public-sector-information/freedom-of-information/published-information-and-open-data</p> <p>The University has considered the public interests and has found the balance to be in favour of withholding the information.</p>															
20/248	<table border="1"> <thead> <tr> <th data-bbox="331 592 987 632">Your Request</th> <th data-bbox="987 592 1637 632">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 632 987 935">1) a) The number of full-time first-year undergraduate students living in on-campus halls of residence during the autumn (or equivalent) term 2020; and b) a percentage figure to show this as a proportion of all full-time first-year undergraduates;</td> <td data-bbox="987 632 1637 935"> <p>Nil – There are no halls of residence on the LJMU campus</p> <p>LJMU does not own any accommodation; however, we do work with accommodation partners around the city to help our students find places in private halls of residence.</p> </td> </tr> <tr> <td data-bbox="331 935 987 1139">2) a) The number of full-time first-year undergraduate students living at home during the autumn term 2020; and b) a percentage figure to show this as a proportion of all full-time first-year undergraduates;</td> <td data-bbox="987 935 1637 1139">LJMU does not hold data on whether students consider themselves to be living at “home”. We do hold figures for students who do not provide a separate term time address. We have only included UK (excluding Northern Ireland) students in this figure.</td> </tr> <tr> <td data-bbox="331 1139 987 1378">3) Both of these aforementioned figures for the autumn term of 2019;</td> <td data-bbox="987 1139 1637 1378"> <table border="1"> <thead> <tr> <th data-bbox="987 1206 1272 1241"></th> <th data-bbox="1272 1206 1431 1241">Sep 2020</th> <th data-bbox="1431 1206 1637 1241">Sep 2019</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 1241 1272 1378">Full time, first year undergraduates who have not</td> <td data-bbox="1272 1241 1431 1378">2109</td> <td data-bbox="1431 1241 1637 1378">2535</td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Your Request	LJMU Response	1) a) The number of full-time first-year undergraduate students living in on-campus halls of residence during the autumn (or equivalent) term 2020; and b) a percentage figure to show this as a proportion of all full-time first-year undergraduates;	<p>Nil – There are no halls of residence on the LJMU campus</p> <p>LJMU does not own any accommodation; however, we do work with accommodation partners around the city to help our students find places in private halls of residence.</p>	2) a) The number of full-time first-year undergraduate students living at home during the autumn term 2020; and b) a percentage figure to show this as a proportion of all full-time first-year undergraduates;	LJMU does not hold data on whether students consider themselves to be living at “home”. We do hold figures for students who do not provide a separate term time address. We have only included UK (excluding Northern Ireland) students in this figure.	3) Both of these aforementioned figures for the autumn term of 2019;	<table border="1"> <thead> <tr> <th data-bbox="987 1206 1272 1241"></th> <th data-bbox="1272 1206 1431 1241">Sep 2020</th> <th data-bbox="1431 1206 1637 1241">Sep 2019</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 1241 1272 1378">Full time, first year undergraduates who have not</td> <td data-bbox="1272 1241 1431 1378">2109</td> <td data-bbox="1431 1241 1637 1378">2535</td> </tr> </tbody> </table>		Sep 2020	Sep 2019	Full time, first year undergraduates who have not	2109	2535		
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		% of all full time, first year undergraduates who have not provided a separate term time address.	37.1%	46.4%	
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	5) The number of full-time first-year undergraduate students who have changed from living at home to living on campus during the 2020-21 academic year;	<p>Nil – There are no halls of residence on the LJMU campus</p> <p>LJMU does not own any accommodation; however, we do work with accommodation partners around the city to help our students find places in private halls of residence.</p>			
	6) a) The number of cancellation requests for on-campus accommodation received during the 2020-21 academic year; and b) the number of cancellation requests for on-campus accommodation received during the	<p>Nil – There are no halls of residence on the LJMU campus</p> <p>LJMU does not own any accommodation; however, we do work with accommodation</p>			

	<p>2018-19 and 2019-20 academic years.</p>	<p>partners around the city to help our students find places in private halls of residence.</p>					
	<p>7) a) The number of successful cancellation requests for on-campus accommodation during the 2020-21 academic year; and b) the number of successful cancellation requests for on-campus accommodation during the 2018-19 and 2019-20 academic years.</p>	<p>Nil – There are no halls of residence on the LJMU campus</p> <p>LJMU does not own any accommodation; however, we do work with accommodation partners around the city to help our students find places in private halls of residence.</p>					
<p>20/250</p>	<table border="1"> <thead> <tr> <th data-bbox="324 762 985 802">Your Request</th> <th data-bbox="985 762 1635 802">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 802 985 1380"> <p>Please can you confirm the person responsible for IT/Information Security? Different organisations have different job titles for this responsibility, I've listed below the possible job titles:</p> <p>Manager or Head for IT, Cyber, Information Security, IT Security, Information Governance or CIO (Chief Information Officer) or CISO (Chief Information Security Officer)</p> <p>Please can you provide name, job title, email, direct phone number/mobile number?</p> </td> <td data-bbox="985 802 1635 1380"> <p>Peter Ashton Chief Information Officer</p> <p>P.Ashton@ljmu.ac.uk</p> </td> </tr> </tbody> </table>		Your Request	LJMU Response	<p>Please can you confirm the person responsible for IT/Information Security? Different organisations have different job titles for this responsibility, I've listed below the possible job titles:</p> <p>Manager or Head for IT, Cyber, Information Security, IT Security, Information Governance or CIO (Chief Information Officer) or CISO (Chief Information Security Officer)</p> <p>Please can you provide name, job title, email, direct phone number/mobile number?</p>	<p>Peter Ashton Chief Information Officer</p> <p>P.Ashton@ljmu.ac.uk</p>	
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20/251	<p>Your Request</p> <p>Please may you confirm [yes/no will suffice] whether or not you have decided to implement [an opt-in scheme to gain consent at registration from new or returning students in the event of the University having serious concerns about that student's health, physical or mental]?</p>	<p>LJMU Response</p> <p>No</p>
20/252	<p>Your Request</p> <p>We are interested in finding out whether there are specific modules about Diversity & Inclusion/Anti-Racism/Discrimination, within universities that offer psychology as an undergraduate and/or postgraduate conversion course. For clarity, this includes all courses that offer Graduate Basis for Chartered Membership (GBC) with the British Psychological Society.</p> <p>Please supply the following:</p> <ol style="list-style-type: none"> 1. A list of all the psychology courses that qualify for GBC within your respective university; 	<p>LJMU Response</p> <p>BSc Psychology BSc Forensic Psychology and Criminal Justice BSc Criminology and Psychology BSc Policing Studies and Forensic Psychology BSc Sport Psychology</p>
	<ol style="list-style-type: none"> 2. Demarcate which of the courses, if any, feature module(s) on Diversity & Inclusion/Anti-Racism/Discrimination; 	<p>None of our courses feature modules on Diversity & Inclusion/Anti-Racism/Discrimination There are no specific modules/courses about Diversity & Inclusion/Anti-Racism/Discrimination</p>

	3. If applicable, detail whether the module(s) are compulsory or optional, at which stage(s)/year within the course the module is taught; how the module is assessed; and how many credits the module is worth;	Not applicable.																		
	4. State whether Diversity & Inclusion/Anti-Racism/Discrimination is a topic within another module and list the module(s) that it is featured within, as well as at which stage(s)/year within the course the respective module(s) is taught.	None of the other courses in the School have any specific modules on Diversity and Inclusion/Anti-Racism/Discrimination																		
20/253	<table border="1"> <thead> <tr> <th data-bbox="333 692 920 751">Your Request</th> <th colspan="3" data-bbox="920 692 1536 751">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 751 920 919">1. Please could you provide to following information about your University: ○ Name of the University</td> <td colspan="3" data-bbox="920 751 1536 919">The name of our institution is Liverpool John Moores University.</td> </tr> <tr> <td data-bbox="333 919 920 1273">○ Number of students in University</td> <td colspan="3" data-bbox="920 919 1536 1273">This information is already available to you via the website of HESA (Higher Educations Statistics Authority) Under the provisions of s.21 the FOIA we are not obliged to provide you with information reasonable accessible to the applicant by other means.</td> </tr> <tr> <td data-bbox="333 1273 920 1380">2. Since the beginning of the 2018/19 or 2019/20 academic year, have you commissioned or</td> <td data-bbox="920 1273 1128 1380">Silvercloud</td> <td data-bbox="1128 1273 1335 1380">Togetherall</td> <td data-bbox="1335 1273 1536 1380">FIKA</td> </tr> </tbody> </table>				Your Request	LJMU Response			1. Please could you provide to following information about your University: ○ Name of the University	The name of our institution is Liverpool John Moores University.			○ Number of students in University	This information is already available to you via the website of HESA (Higher Educations Statistics Authority) Under the provisions of s.21 the FOIA we are not obliged to provide you with information reasonable accessible to the applicant by other means.			2. Since the beginning of the 2018/19 or 2019/20 academic year , have you commissioned or	Silvercloud	Togetherall	FIKA
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	<p>used (if free) any external provision to support individuals who may be anxious, stressed, depressed, suicidal or overwhelmed and who need immediate support? This can include work with staff/volunteers, provision delivered directly to pupils/students or universal services offered to children and young people?. Yes/No</p> <ul style="list-style-type: none"> If Yes, please can you provide the following information about any external provision delivered since the beginning of the 2018/19 or 2019/20 academic year: <ul style="list-style-type: none"> What is the name of the provision? Who is the provider? 				
	<ul style="list-style-type: none"> What is the focus/ are the main issues addressed by the provision? (*E.g. Relationships Education, online safety; bullying; domestic abuse/ healthy relationships; self-esteem /resilience; mental health; trauma-informed schools; gender inequalities; SEND; anxiety and depression) 	CBT based resource with focus on anxiety, depression, stress and body image	Online guided support and counselling provision, covering all areas of support needed	Focus on positive mental wellbeing and equipping individuals to stay well	
	<ul style="list-style-type: none"> Who is the provision delivered to? (E.g. all staff/ all student, BME population) 	All	All	All	
	<ul style="list-style-type: none"> How is the provision delivered? (E.g. group work/face to face staff 	Mixed methods	Mixed methods delivery	Provision of information	

	training/helpline/ text line/e-learning/marketing of support services)	delivery through a website, dependant on current individual need	through a website, dependant on current individual need	and workshops through an app
	<ul style="list-style-type: none"> What is the annual cost of the provision? 	£13,366 (+VAT)	£36,600	Nil
	<ul style="list-style-type: none"> If you have an ongoing contract/licence for the provision, when does this end? 	Annual	Annual	Ended 31/12/2020
	<p>3. Do you have an annual budget for externally commissioned mental health provision? Yes/No</p> <p>If yes, how much is the budget?</p>	No		
	<p>4. Have you heard of the 'Shout' Service? Yes/No</p> <p>If Yes, where did you hear about it?</p> <p>a) TV advert b) Online advert c) Word of mouth d) Other</p>	This is not a request for information that LJMU would hold a record of and is therefore cannot be answered under the provision of the FOIA.		
	<p>5. Would you be interested in hearing more from Mental Health Innovations</p>	This is not a request for information that LJMU would hold a record of and is therefore		

	<p>about the 'Shout' Service to support your students? Yes/No</p> <p>If Yes please provide the name and email address of the lead contact</p>	<p>cannot be answered under the provision of the FOIA.</p>									
20/255	<table border="1"> <thead> <tr> <th data-bbox="324 469 987 507">Your Request</th> <th data-bbox="987 469 1637 507">LJMU Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 507 987 711"> <p>1. How many sexual assault/harassment cases were reported at the university in the past five academic years? Please could you provide the following information within those numbers:</p> </td> <td data-bbox="987 507 1637 1222" rowspan="5"> <p>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 Advice and Wellbeing team only started recording the reason for being contacted by a student in 2018.</p> <p>To ascertain how many such cases from August 2015 to July 2018 were due to reports of sexual violence would require manual analysis of each file. Due to the volume of case files held over these three years forming part of the scope of your request, the costs of manual analysis would be in excess of £450</p> </td> </tr> <tr> <td data-bbox="324 711 987 780"> <p>2. How many reports were made by male students per academic year</p> </td> </tr> <tr> <td data-bbox="324 780 987 849"> <p>3. How many reports were made by female students per academic year</p> </td> </tr> <tr> <td data-bbox="324 849 987 917"> <p>4. The ethnicity breakdown per academic year, by gender</p> </td> </tr> <tr> <td data-bbox="324 917 987 1222"> <p>5. Where the reported sexual assault/harassment took place per academic year, e.g. university halls, off university premises and on university premises</p> </td> </tr> </tbody> </table>			Your Request	LJMU Response	<p>1. How many sexual assault/harassment cases were reported at the university in the past five academic years? Please could you provide the following information within those numbers:</p>	<p>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 Advice and Wellbeing team only started recording the reason for being contacted by a student in 2018.</p> <p>To ascertain how many such cases from August 2015 to July 2018 were due to reports of sexual violence would require manual analysis of each file. Due to the volume of case files held over these three years forming part of the scope of your request, the costs of manual analysis would be in excess of £450</p>	<p>2. How many reports were made by male students per academic year</p>	<p>3. How many reports were made by female students per academic year</p>	<p>4. The ethnicity breakdown per academic year, by gender</p>	<p>5. Where the reported sexual assault/harassment took place per academic year, e.g. university halls, off university premises and on university premises</p>
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<p>Please tell me whether you have or have not adopted the IHRA Definition of antisemitism in full, including all 11 examples.</p>	<p>Yes.</p>										

	If it was adopted please provide a link to the meeting where it was adopted.	This was approved by the Executive Leadership Team on 04 December 2020.							
20/257	<p>Your Request</p> <p>The number of students at Liverpool John Moores University who have not yet graduated in the academic year 2019-20 due to an outstanding academic balance (tuition fees, reassessment fees, library fines, or other academic fees, e.g. field trips)</p> <p>[C]ould break this down by degree level and fee status of student (e.g. home, international).</p>	<p>LJMU Response</p> <table border="1" data-bbox="1003 496 1621 991"> <thead> <tr> <th data-bbox="1003 496 1227 831">Degree Type</th> <th data-bbox="1227 496 1621 831">Students who have successfully completed degrees in the 2019/20 academic year for whom formal release of results has been blocked due to unpaid fees.</th> </tr> </thead> <tbody> <tr> <td data-bbox="1003 831 1227 895">Undergraduate</td> <td data-bbox="1227 831 1621 895"><5</td> </tr> <tr> <td data-bbox="1003 895 1227 991">Postgraduate Taught</td> <td data-bbox="1227 895 1621 991">15</td> </tr> </tbody> </table> <p>All cases are UK students</p> <p>In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, 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</p>	Degree Type	Students who have successfully completed degrees in the 2019/20 academic year for whom formal release of results has been blocked due to unpaid fees.	Undergraduate	<5	Postgraduate Taught	15	
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20/259	Your Request	LJMU Response
	<p>- How does your university currently handle its food waste?</p>	<p>Leftover food is donated to a local homeless charity called The Whitechapel Centre</p> <p>Food items which are not reusable are collected for composting</p>
	<p>- What measures does your university have in place to prevent food waste?</p>	<p>A robust stock rotation system is in place and used by dates monitored.</p> <p>Where possible food items are frozen to prolong life.</p> <p>Flexible menus and daily specials allow food items to be used in multiple ways.</p> <p>Food is either produced in house daily or from local suppliers to provide greater flexibility in managing stock levels.</p> <p>Discounts are applied to products with short shelf life to try to turn over stock.</p> <p>Sales data is monitored to ensure food is not over produced.</p> <p>Stock is moved between different outlets.</p>
	<p>How much food waste has your university produced in the last five years (if possible, please provide figures for 2015, 2016, 2017, 2018, and 2019 individually)?</p>	<p>We do not hold this information.</p>