

Information Assurance and Governance
Office of the Principal

14 December 2020

Dear Mr/Ms Thomson,

Freedom of Information (Scotland) Act 2002
Our Ref: 406-20

I refer to your enquiry received on 14 November 2020 asking to be supplied with the following information under the Freedom of Information (Scotland) Act 2002 ("the FOISA"):

- For the last 3 admissions cycles in the School of Computer Science for the BSc (Hons) and integrated masters, MSci (Hons) courses:
 - Number of transfer applicants
 - Number of offers made to transfer applicants

The University does not hold information relating to transfer applicants in a reportable format. From the way information is captured in our electronic student information system we are unable to identify for reporting purposes, applicants who have applied as a transfer, as opposed to those applying for second year entry straight from a school/college course. The documentation attached to each application would need to be viewed individually to determine the position and extract the relevant information into a new dataset.

To carry this exercise out involves a level of intellectual input and the creation of new information which is out with the scope of the FOISA.

Section 17 of the FOISA requires that a Scottish public authority confirms in writing where information requested of it is not held and notice is therefore given to this effect.

Your right to seek a review of how your information request was managed

If you are not satisfied with the University's response and/or our reasoning set-out above, you have the right to request a review of our decision. The timelines in which this right is available are set out in section 20(5)(a) and (b) FOISA. In broad terms the right to seek a review must be exercised within 40 working days of receiving this response.

The/

Information Assurance and Governance
01334 462776
foi@st-andrews.ac.uk

The Information Assurance and Governance team are currently working remotely due to the Coronavirus pandemic. Any request for review at this time should be sent by email to foi@st-andrews.ac.uk stating:

- a) your name and address;
- b) details of your original request; and
- c) the reasons why you are dissatisfied with our response.

If you remain dissatisfied with how your request for information has been dealt with following Review, you also have the right to apply to the Scottish Information Commissioner (SIC) for a decision. In the event of an appeal to the SIC, the Commissioner will generally only be able to investigate the matters raised in the request for review.

Details on how to make an appeal online to the SIC can be found on their website: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.

This concludes the University's response.

Yours sincerely

JUNE WEIR

Information Assurance and Governance Officer