



12 September 2017

RECORDS MANAGEMENT SECTION

File ref: T3/26

Taza

Sent by email: request-430976-9575b5c3@whatdotheyknow.com

The University of Edinburgh
Old College
South Bridge
Edinburgh EH8 9YL

Direct Dial 0131 651 4099
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Email recordsmanagement@ed.ac.uk

Dear Taza

Freedom of information request

Thank you for your email of 11 September 2017 requesting information about postgraduate degrees admissions. I am writing to let you know that we have received your request and will process it as soon as possible, and certainly within 20 working days of the day we received the request. You will hear back from us by 10 October 2017 at the latest.

Please note however that to ensure your request is valid and that the University is obliged to answer it, you must provide your real name, including your surname and at least the initial of your first name. If you are making the request on behalf of someone else you must provide their real name. The Office of the Scottish Information Commissioner provides guidance on this point at <http://www.itspublicknowledge.info/FAQ/GeneralFAQ/InformationRequestFAQ.aspx#name>. The guidance explains that if you do not provide your real name or the name of the person on whose behalf you are making the request, you will lose your right to appeal to the Commissioner should you be unhappy with the handling of your request. Please therefore provide your name to validate your request.

Yours sincerely

Ann-Marie Noble
Information Compliance Manager

If you require this letter in an alternative format, such as large print or a coloured background, please contact the Records Management Section on 0131 651 4099 or email recordsmanagement@ed.ac.uk