



Steve Blunn

request-467774-6ecc20d5@whatdotheyknow.com

29 March 2018

Our Ref: FOI 2018/096 -F0988776

Dear Mr Blunn,

Freedom of Information (Scotland) Act 2002

Thank you for your email which was received by the University on 27/02/2018 timed 16:35 hours, requesting information about:

Please provide the number of full-time students attending your different campuses for the 2017-18 academic year, or the latest year you have data for.

For example:

Gilmorehill Campus: X full-time undergraduates and X full-time postgraduates

Garscube Campus: X full-time undergraduates and X full-time postgraduates
Dumfries Campus: X full-time undergraduates and X full-time postgraduates

Please include any other campuses I may have missed.

University's Response

In accordance with section 9 of the Freedom of Information (Scotland) Act 2002, and in order to proceed with your recent request for information, the University of Glasgow hereby issues a notice in writing requesting a fee of **£15.50**.

The issue of this Fees Notice will 'stop the clock' for the response to this information request until payment is received. This fee must be paid within three months of receipt of this notice – if the University does not receive payment within three months, your request will be treated as withdrawn. On receipt of the payment, the University of Glasgow will respond to your information request within the statutory timescale. No information will be provided until the Fee has been paid.

The fee requested has been calculated in accordance with the published Fee Regulations that accompany the Freedom of Information (Scotland) Act 2002. The Fee Regulations state that:

- The first £100 of costs will be waived

DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE

University of Glasgow, Tay House, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: dp@gla.ac.uk

Freedom of Information: Telephone: 0141-330-2523 E-Mail: foi@gla.ac.uk

The University of Glasgow, charity number SC004401

- Projected costs include the cost of staff time involved in locating, retrieving and providing the information; however the cost of staff time must not exceed £15 per hour per member of staff. Where staff costs are lower than £15 per hour, they must be charged at cost.
- For projected costs that exceed £100, the University may charge 10%, unless the costs reach the £600 prescribed cost limit.
- The University does not have to fulfil any request that will exceed £600 in costs.

Projected costs

The estimated costs likely to be incurred in answering your information request are as follows:

Item	Details	Cost (£)
Staff costs (£15 per hour)	Design and implement a query to extract relevant data fields from the student records system per question 17 hours x £15 per hour	£255:00
Total Projected Costs		£255:00
Minus initial £100 costs		- £100:00
		£155:00

Chargeable amount	10% of costs	£15.50
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Method of Payment

Please send a cheque made payable to the *University of Glasgow* to the Freedom of Information Office at the above address.

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: foi@gla.ac.uk within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your

complaint to the Commissioner within 6 months of receiving the response to review letter. The Commissioner's Office may be contacted as follows:

Online Appeal Service:

Website: www.itspublicknowledge.info/Appeal

By post:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

E-mail: enquiries@itspublicknowledge.info

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to

(<http://www.gla.ac.uk/services/dpfoiooffice/policiesandprocedures/foisa-complaintsandreview/>)

All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office