

# Freedom of Information Requests 2022 – July, August, September



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Reference	Date received	Subject	Information provided	Notes & exemptions
<a href="#">FOI 22 111</a>	01/07/2022	School of science - forced swim test	Full	N/A
<a href="#">FOI 22 112</a>	01/07/2022	IT services - implementation of Microsoft	Full	N/A
<a href="#">FOI 22 113</a>	04/07/2022	Student wellbeing - effect of pandemic on services	Full	N/A
<a href="#">FOI 22 114</a>	05/07/2022	International students – agent use	Full	Clarification provided by the requester on 06/07/2022.
<a href="#">FOI 22 116</a>	08/07/2022	Sustainability – staff flight expenditure	Partial	S12 exemption – cost of compliance exceeds appropriate limit
<a href="#">FOI 22 117</a>	11/07/2022	Student wellbeing – student suicides	Partial	Certain information not held.
<a href="#">FOI 22 118</a>	11/07/2022	Student wellbeing – deaf and hard of hearing students	Full	N/A
<a href="#">FOI 22 119</a>	12/07/2022	Student wellbeing - student support and waiting times	Partial	Responded to the majority of the questions with the exception of Q5 for which the University did not receive a clarification for its clarification query.
<a href="#">FOI 22 120</a>	15/07/2022	Estates – sustainability practices on campus	Full	N/A
<a href="#">FOI 22 121</a>	18/07/2022	Finance – university investments	Full	N/A
<a href="#">FOI 22 122</a>	18/07/2022	Finance – cash payments for tuition and accommodation fees	Full	Request refined by requester on 29/07/2022.
<a href="#">FOI 22 123</a>	19/07/2022	Course information – trigger warnings	Full	Requester refined request and provided clarification on 26/07/2022.
<a href="#">FOI 22 124</a>	20/07/2022	Finance – invoices	Full	N/A

Reference	Date received	Subject	Information provided	Notes & exemptions
<a href="#">FOI 22 125</a>	21/07/2022	IT services – use of applications and software	Partial	S21 exemption - information reasonably accessible to the requester by other means.
<a href="#">FOI 22 126</a>	22/07/2022	HR – zero-hour contracts	Full	N/A
<a href="#">FOI 22 127</a>	25/07/2022	Student demographic and academic misconduct	Full	N/A
<a href="#">FOI 22 128</a>	28/07/2022	Management of expenses and invoices	Full	N/A
<a href="#">FOI 22 129</a>	29/07/2022	Grants and donations received	Full	N/A
<a href="#">FOI 22 130</a>	26/07/2022	IT services – strategy documents	Full	N/A
<a href="#">FOI 22 131</a>	28/07/2022	Finance - non-refundable deposits	Full	N/A
<a href="#">FOI 22 132</a>	27/07/2022	Estates - contact for catering	Full	N/A
<a href="#">FOI 22 133</a>	01/08/2022	Estates - updated lift contract information	Full	N/A
<a href="#">FOI 22 134</a>	02/08/2022	IT services – device information	Full	N/A
<a href="#">FOI 22 135</a>	03/08/2022	Student data - care leavers who graduate from Education courses	Full	Clarification provided by requester on 05/08/2022.
<a href="#">FOI 22 136</a>	28/07/2022	Estates – contact details for named staff	Partial	S40 exemption – personal information.
<a href="#">FOI 22 138</a>	19/07/2022	IT services - Blackbaud and Unit4 contract information	Full	Clarification provided by the requester on 18/08/2022.
<a href="#">FOI 22 139</a>	03/08/2022	Printing facilities	Full	N/A
<a href="#">FOI 22 140</a>	08/08/2022	Recruitment agency spend	Full	N/A
<a href="#">FOI 22 141</a>	09/08/2022	Use of drone technology	Full	Clarification received on 09/08/2022.
<a href="#">FOI 22 142</a>	05/08/2022	Legal – export control legislation procedures	Full	N/A
<a href="#">FOI 22 143</a>	11/08/2022	International student recruitment and admissions	Full	Clarification received on 12/08/2022.
<a href="#">FOI 22 144</a>	11/08/2022	Recruitment agency spend	Full	N/A
<a href="#">FOI 22 145</a>	11/08/2022	Course information – taught postgraduate courses	Partial	S21 exemption – information reasonably accessible to the requester by other means.
<a href="#">FOI 22 146</a>	12/08/2022	Spend on student recruitment advertising and marketing	Partial	S12 exemption - cost of compliance exceeds appropriate limit
<a href="#">FOI 22 147</a>	17/08/2022	University's digital strategy	Full	N/A
<a href="#">FOI 22 148</a>	22/08/2022	Complaints of racism for staff and students	Partial	S40 exemption – personal information.
<a href="#">FOI 22 149</a>	23/08/2022	Race Equality Charter	Partial	Not all information held by public authority.
<a href="#">FOI 22 150</a>	24/08/2022	Internet speeds on campus	Full	N/A

Reference	Date received	Subject	Information provided	Notes & exemptions
<a href="#">FOI 22 151</a>	01/09/2022	Student transport services and parking	Full	N/A
<a href="#">FOI 22 152</a>	02/09/2022	Young fathers in Higher Education	None	Not all information held, and S21 – information reasonably accessible to the requester by other means.
<a href="#">FOI 22 153</a>	02/09/2022	University investment portfolio statistics	Partial	S22 exemption - Information intended for future publication. Bath Spa University also provided a response to a subsequent clarification query.
<a href="#">FOI 22 154</a>	04/09/2022	Use of timetabling software	Full	N/A
<a href="#">FOI 22 155</a>	05/09/2022	Information on vehicles operated by BSU	Partial	Not all information held.
<a href="#">FOI 22 156</a>	05/09/2022	Funding from arms trade companies	Partial	Not all information held. Clarification provided by the requester on 08/09/2022.
<a href="#">FOI 22 157</a>	08/09/2022	Tuition fee deposits	Full	N/A
<a href="#">FOI 22 159</a>	13/09/2022	Online safeguarding and abuse	Partial	S21 exemption – information reasonably accessible to the requester by other means.
<a href="#">FOI 22 160</a>	13/09/2022	Expenditure on equality, diversity and inclusivity	Full	N/A
<a href="#">FOI 22 161</a>	14/09/2022	Mental health support services	Full	N/A
<a href="#">FOI 22 162</a>	15/09/2022	Replacement franking machine procurement	Full	N/A
<a href="#">FOI 22 163</a>	16/09/2022	iTrent and Dream contract information	Full	Clarification received on 04/10/2022.
<a href="#">FOI 22 164</a>	22/09/2022	Income from mining companies	Full	N/A
<a href="#">FOI 22 165</a>	22/09/2022	The use of technology for meetings	Full	N/A
<a href="#">FOI 22 166</a>	23/09/2022	Scanning of documents	Full	N/A
<a href="#">FOI 22 167</a>	26/09/2022	Student social media monitoring	Full	N/A
<a href="#">FOI 22 168</a>	28/09/2022	Procurement/Graduation	Full	N/A
<a href="#">FOI 22 169</a>	28/09/2022	Social media management tool	Full	N/A
<a href="#">FOI 22 170</a>	30/09/2022	Contact time for timetabled courses	Partial	Not all information held.

## FOI 22 111 – Request and Response

### Request

I would like to make a freedom of information request regarding your institution's potential use of the 'forced swim test' wherein an animal, normally a mouse, is placed in a container of water from which they cannot escape.

I would like to request the following information please:

**Q.1:** Are forced swim tests permitted by your institution?

**Q.2:** How many forced swim tests have been conducted by your institution each year over the past ten years?

**Q.3:** Assuming there have been forced swim tests conducted in the past three years:

- a) What happens to the tested animal once their use for the test concludes?
- b) Are the animals eventually killed/destroyed? If so, what method of euthanasia is used?
- c) Is there is a policy for rehoming the tested animals.
- d) If there is a rehoming policy, what is the number of animals from forced swim tests which have been rehomed under it each year since its inception.

### Response

Bath Spa University does not use any vertebrates for experimentation - this includes the forced swim test. So there have been no forced swim tests at all performed in the last ten years.

## FOI 22 112 – Request and Response

### Request

I am writing to you under the Freedom of Information Act to request the following information from your IT Service or Department. Please may you provide me with:

**Q.1:** A copy of any project plans associated with the implementation of Microsoft OneDrive in your organisation.

**Q.2:** A copy of any project plans associated with the implementation of Microsoft SharePoint in your organization.

**Q.3:** A copy of any audit reports (to determine the effectiveness of your IT Service Desk or IT Helpdesk) undertaken on your IT Service Desk or IT Helpdesk between 2018 and the present day.

## Response

**Q.1:** Bath Spa University has not yet developed project plans for the migration to Microsoft OneDrive across the organisation.

**Q.2:** Bath Spa University has not yet developed project plans for the migration to Microsoft SharePoint across the organisation.

**Q.3:** Bath Spa University has not undertaken a formal audit of our IT Service Desk, so cannot supply any audit reports.

## FOI 22 113 – Request and Response

### Request

**Q.1:** Would you be able to provide me with more information about how the pandemic affected your mental health services, including aspects such as walk-ins, waiting times, or other forms of support that may not have been able to proceed as normal due to Covid restrictions?

**Q.2:** Do you feel as though this impacted the level of support you were able to provide to your students?

**Q.3:** Additionally, I am interested in finding out more about the support offered to students who may be struggling with suicidal thoughts or self-harm. What services are offered at your university to care for these students? Are these students prioritised in the queue of appointments, and if not, why?

### Response

Bath Spa University's Student Welfare Services operated and delivered the full range of its services during the pandemic. Initially, as per Government guidelines, the majority of these services were offered virtually, although Student Welfare Services staff were on campus throughout the pandemic and continued to see students socially distanced as appropriate. Student Welfare Services data from the pandemic shows that 28% more appointments were offered to students compared with the same period the previous academic year and there was around a 12% reduction in 'DNAs' (did not attend). This suggests that students found the virtual space more accessible and that they were comfortable to engage in the virtual space.

Bath Spa University's Student Welfare Services has a professional mental health service, staffed by registered practitioners. Bath Spa University has a [Support to Study Policy and Procedure](#), which frames our approach to enhanced support. A 24/7 '[student assistance programme](#)' is available to students who need in the moment mental health support. Our Student Welfare Services also offers in the moment mental health provision - for example, same day appointments and when required, crisis intervention, including risk assessment.

## FOI 22 114 – Request and Response

### Request

**Note:** Clarification provided by the requester as requested by the Freedom of Information Officer – “Q1 I mean agents as in education agents relating to international student recruitment. By formal agreement, I mean a signed partnership indicating that the agent can work on behalf of the university to recruit students from overseas.”

**Q.1:** How many agents has the institution had formal agreements with for each year in the past five years since 2017?

**Q.2:** What number of your international students have come to the institution via education agents for each year in the past five years since 2017? Can you please separate these into undergraduate and postgraduate international students?

**Q.3:** Per year in the past five years since 2017, how much commission has the institution paid to education agents that have help place international students at the university?

### Response

**Q.1:** 2017- 191; 2018- 112; 2019- 104; 2020- 100; and 2021- 88

**Q.2:**

2017- 278 total (251 UG, 27 PG)

2018- 184 total 120 total (145 UG, 39 PG)

2019- 188 total (153 UG, 35 PG)

2020- 251 total (199 UG, 52 PG)

2021- 87 total (33 UG, 54 PG)

**Q.3:**

2017- £342,210

2018- £381,036

2019- £397,607

2020- £340,634

2021- £182,592

## FOI 22 116 – Request and Response

### Request

This is an information request relating to flights booked or funded by the university.

Please include the information for each of the following financial years; 2019-20, 2020-21, 2021-22:

**Q.1:** A list of all flights for staff employed by the university and which were booked or funded by the university.

**Q.2:** Please provide a breakdown of the flights booked, including:

- The airline
- The class (economy/business/first)
- The cost of the flight
- The destination of the flight

**Q.3:** Please provide information whether the flight was booked by the university centrally, was booked by a member of staff and funded through an expense claim, or booked by a sub-contracting organisation which then invoiced the university.

### Response

Bath Spa University does hold the information you have requested. Information on flights booked or funded by the University is documented within a database, and I attach a spreadsheet with some of the information that you have requested extracted from this database. The spreadsheet is available to download from our website – see Annex FOI 22 116.

Under the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, a request for information can be refused where the total cost of locating, collating, and providing you with the information is greater than £450 (equivalent to 18 hours' work). When calculating whether or not a request exceeds the appropriate limit it is necessary to consider the time it is likely to take to establish if we hold the information, locate it, retrieve, and extract it.

Please note that the database includes flights for staff employed by the University as well as others (e.g. students), but the database does not record the category of traveller (staff, student etc). Nor does the database record whether the flight was booked by the University centrally or whether it was booked by a member of staff and reimbursed through an expense claim. To provide all the information you have asked for we would need to review each individual line of the database and extract information on whether the travel related to a staff member or other traveller category, as well as establishing whether the flight was booked centrally or reimbursed through expenses, as this information is not held centrally. We may also need to review other sources, such as expenses claims, to retrieve all the information requested. The database contains approximately 639 individual rows. It is estimated that, for each row, it will take 15 minutes to retrieve the information you are requesting. Therefore, the total time it will take to provide you with this information is 160 hours, which would exceed the appropriate limit.

If you narrow the scope of your request, we may be able to provide the information free of charge because it would cost less than the appropriate limit to do so. For instance, you may wish to refine your request by being more specific about what information you particularly wish to obtain. For example, you may wish to reduce the time period over which you are requesting the information for. Any reformulated request will be treated as a fresh FOI request.

## FOI 22 117 – Request and Response

### Request

How many students have died by suicide every academic year since 2011 and ending with the academic year starting 2021 (providing figures to date). Can you please give separate figures for both confirmed and suspected suicides.

## Response

Please find in the table below the number of Bath Spa University students who have died by suicide in each academic year since 2011. Please note that we do not hold information about whether these are confirmed or suspected suicides, and would refer you to the Coroner for this information.

2011/12: 0, 2012/13: 0, 2013/14: 0, 2014/15: 1, 2015/16: 0, 2016/17: 0, 2017/18: 0, 2018/19: 1, 2019/20: 1, 2020/21: 0, 2021/22: 1

## FOI 22 118 – Request and Response

### Request

Please may you provide me with:

- **Q.1:** The total number of Students enrolled at the University during 2021/22?
- **Q.2:** The total number of Students enrolled who are registered Deaf and Hard of hearing?
- **Q.3:** Who is the person who procures inclusion services for these students: their name and role?
- **Q.4:** Do you currently use external contractors and individuals for support i.e. company name?
- **Q.5:** What is the total expenditure spent commercially on Deaf and Hard of hearing services for 2021/2022?

### Response

**Q.1:** Overall, the number of students enrolled at Bath Spa University for the academic year 2021/22 is not yet finalised and published, but you will be able to find this information on the website of the Higher Education Statistics Agency early next year (<https://www.hesa.ac.uk/>).

**Q.2:** During the academic year 2021/22, there were 26 students enrolled at Bath Spa University who are registered Deaf and Hard of Hearing.

**Q.3:** N/A - BSU has not procured any such services. Student Wellbeing Services are responsible for supporting Deaf and Hard of Hearing students, and the Estates team are responsible for the maintenance of facilities (hearing loops and digisystems) at our campuses. You can find out more about these teams on our website: <https://www.bathspa.ac.uk>

**Q.4:** A variety of providers, including Randstad and Clear Links.

**Q.5:** In the past, when a Deaf or Hard of Hearing student has required provision of support and/or top up to Disabled Student Allowance funding, this has been funded by the University and is a continuation of provision put in place via Disabled Student Allowance. During the academic year 2021/22, Bath Spa University did not fund any specific services/support for Deaf and Hard of Hearing students in addition to the Disabled Student Allowance. During that period, the University spent £3,909 on its facilities for Deaf and Hard of Hearing students (hearing loops and digisystems).



## FOI 22 119 – Request and Response

### Request

**Q.1:** How many support service staff have been employed with a mental health remit (e.g. counselling, wellbeing) in each of the last 5 academic years. If a breakdown is not available for mental health staff, please provide a total for the closest possible category.

**Q.2:** Budget for mental health support for each of the last 5 academic years, and where possible a breakdown on how that money is allocated, e.g. staff, marketing, equipment etc.

**Q.3:** Number of students seeking mental health support in each of the last 5 academic years.

**Q.4:** Average waiting time for mental health support in each of the last 5 academic years.

**Q.5:** Any internal reports or reviews relating to mental health provision over the last 5 years.

### Response

**Q.1:** 21/22 = 13, 20/21 = 12, 19/20 = 10, 18/19 = 10, 17/18 = 7

**Q.2:** Please see attached Addendum 1. Addendum 1 is available to download from our website – see Annex FOI 22 119 (Addendum 1).

**Q.3:** Please see attached Addendum 2. Addendum 2 is available to download from our website – see Annex FOI 22 119 (Addendum 2).

**Q.4:** 20/21 = 15 days; 19/20 - varied between 9 and 50 days; 18/19 - Information not recorded; 17/18 - Information not recorded; and 16/17- Information not recorded.

**Q.5:** *Clarification requested (response not provided)* - In order to locate the information you have requested, we need more clarification in relation to the specific nature of your request. Could you please clarify what documentation you are looking for?

## FOI 22 120 – Request and Response

### Request

**Q.1:** Who is your main energy supplier? (Please answer individually for both gas and electric if applicable)

**Q.2:** Are you on a green/renewable energy tariff with them? (Please answer individually for both gas and electric if applicable)

**Q.3:** Do you have any renewable installations across your buildings? If yes, please state which of the following you have, and any others not listed:

- a) Solar panels
- b) Solar thermal panels
- c) Wind turbines
- d) Air source heat pump
- e) Ground source heat pump
- f) Biomass systems
- g) Hydroelectric systems
- h) Other

**Q.4:** Do you have any fully electric vehicles on your fleet of vehicles for staff? If yes, please state how many.

**Q.5:** Are there any eco-friendly initiatives across your buildings such as green transport for staff, recycling initiatives, etc? If so, please state them.

### Response

**Q.1:** Electricity - EDF; Gas – Corona

**Q.2:** Electricity – Yes; Gas – No

**Q.3:**

- a) Solar panels – Yes
- b) Solar thermal panels – No
- c) Wind turbines – No
- d) Air source heat pump – No
- e) Ground source heat pump – No
- f) Biomass systems – Yes
- g) Hydroelectric systems – No
- h) Other – No

**Q.4:** Yes – Bath Spa University currently has 10 and we are awaiting delivery on 6 more.

**Q.5:** Yes – further information is available on our website: <https://www.bathspa.ac.uk/about-us/culture-and-values/sustainability/>

## FOI 22 121 – Request and Response

### Request

Please answer the following questions about your investments:

**Q.1:** Is the university invested directly or indirectly, through owning shares or through pools, trackers, or through investment in funds, in one of the 112 business entities included in the United Nations Human Rights Council report into business activity in Israel's settlements, (A/HRC/43/71)?

**Q.2:** If yes, please provide the market value of the investment, and how the investment is made.

**Q.3:** Further, I request that a copy of the following documents [or documents containing the following information] be provided to me in digital format:

- a) A list of companies in which the university directly holds shares.
- b) 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?
- c) A list of companies invested in by the funds, trackers, and pools you hold funds in, and the market value of each. Understanding that shares held indirectly fluctuate frequently, simply the latest information you already have on this will be fine.
- d) Total value of the university's investment portfolio.

### Response

**Q.1:** Yes

**Q.2:** There are 6 securities identified in the portfolio and they are all held indirectly through funds. The total value is £18,262.07 which represents 0.04% of the University's invested assets.

**Q.3:**

- a) The University holds 45 equities. Please see the 'Equities' tab in the attached spreadsheet. This is available to download from our website – see Annex FOI 22 121.
- b) The University holds 5 funds – the discretionary portfolios and liquidity fund are managed by HSBC. Within the discretionary portfolio the underlying funds are managed by HSBC and Amundi.
- c) Please see the 'Underlying Positions' tab in the attached Spreadsheet. There are approximately 2,600 underlying positions. This is available to download from our website – see Annex FOI 22 121.
- d) As at 27.07.22 total value £44,467,071.21.

## FOI 22 122 – Request and Response

**Note:** *The requester subsequently clarified: "I require information only relating to cash payments made for tuition or accommodation fees".*

### Request

I require the following information from January 2021 to the date of receipt of this FOI:

**Q.1:** The total number of cash payments from students, companies, or individual donors received by the university.

a) A breakdown of the nationalities of the individuals or companies that made these payments.

**Q.2:** For the payments within this list that exceeded £5000, please provide a breakdown of:

a) The total sum of the payment.

b) The nationality of the individual or company that made the payment.

c) The date of the donation.

### Response

Bath Spa University has not received any cash payments for tuition or accommodation fees from students, companies, or individual donors in the period January 2021 – 18 July 2022.

## FOI 22 123 – Request and Response

**Note:** *The requester subsequently clarified: "My FOI request, in relation to those modules, is: Which books, plays, poems and films have been given content warnings for the academic year 2021-2022. In each case, please list the reason given for that content warning."*

### Request

Which books, plays, poems and films at the university have been given content warnings over the academic year 2021-2022 for the following courses:

Can I please narrow my FOI request to the following modules on the English Literature BA course:

- a) English Project
- b) Cosmopolitanisms - Writing Beyond Borders
- c) Literature and Psychology
- d) Nation and Race in the Early Modern Atlantic World
- e) Novel Forms
- f) Outsiders - Women and Writing
- g) Shock of the New

- h) Writing and Environmental Crisis
- i) Writing Now - Prizes, Popularity and Politics

## Response

- a) **English Project** - This is an individual research project / dissertation module and as such does not have a set reading list beyond literature on research project study skills. Each student decides, in consultation with their academic supervisor, which texts they will research.
- b) **Cosmopolitanisms - Writing Beyond Borders** - This module is new for 2023/24 and therefore Bath Spa University has not issued any content warnings in respect of it during the academic year 2021/22.
- c) **ENG6105-20 Literature and Psychology** – All texts on this module to some degree contain themes of mental illness and mental distress. Due to the historical nature of the texts studied on the course, terminology will often be employed to refer to mental illness which students themselves would not use, and which might be discriminatory and stigmatising if it were employed in contemporary usage. More specific advice is provided on the following texts:
  - The Yellow Wallpaper by Charlotte Perkins Gilman depicts mental breakdown in a domestic setting, including emotionally abusive power relations between husband/doctor and wife/patient: sexism and gaslighting. There are also suggestions of post-natal depression, psychosis and delusion.
  - Regeneration by Pat Barker focuses on mental breakdown following war trauma. There are graphic descriptions of war experiences and the physical and mental consequences on soldier-patients.
  - Mrs Dalloway by Virginia Woolf depicts mental breakdown in a domestic setting following war trauma. There is particular emphasis on psychosis and language breakdown.
  - The Bell Jar by Sylvia Plath portrays the mental breakdown of a teenage girl, with themes of depression and schizophrenia, attempted rape and sexual assault. There are numerous depictions of attempted suicide and suicidal thoughts, as well as representations of difficult domestic settings and institutional treatment, including insulin shock, lobotomy and ECT.
  - Nervous Conditions by Tsitsi Dangarembga explores experiences of trauma, explicit and internalised racism and gender-based discrimination and violence against women and girls in Zimbabwe. It uses eating disorders (specifically anorexia) as a metaphor and literalisation of the pain and violence of colonial subjugation.
- d) **Nation and Race in the Early Modern Atlantic World**- this module is new for 2023/24 and therefore Bath Spa University has not issued any content warnings in respect of it during the academic year 2021/22.
- e) **Novel Forms** - This module is new for 2023/24 and therefore Bath Spa University has not issued any content warnings in respect of it during the academic year 2021/22.
- f) **Outsiders - Women and Writing** - This module is new for 2023/24 and therefore Bath Spa University has not issued any content warnings in respect of it during the academic year 2021/22.
- g) **Shock of the New** - This module is new for 2023/24 and therefore Bath Spa University has not issued any content warnings in respect of it during the academic year 2021/22.
- h) **ENG6103-20 Writing and Environmental Crisis** - The following texts on this module are accompanied by content warnings:

- Lord Byron's *Darkness* and Mary Shelley's *The Last Man* depict differing scenarios of human extinction. Shelley's novel examines the consequences of a worldwide pandemic on individuals and wider communities, interrogating the economic and social motivations for human exploitation of the natural world and its resources (which indirectly result in the spread of the pandemic). In doing so, Shelley explores sexist and racist perspectives and offers extended reflections on death, grief and isolation.
- H. Rider Haggard's *King Solomon's Mines* is an imperial romance that complies with the conventions of the genre with its racism, sexism and violence, while at the same time engages with a rising carnivorous culinary culture and expresses a growing concern over imported meat from the Americas and Australasia at the fin de siècle.
- Karen Tei Yamashita's *Through the Arc of the Rainforest* tracks the rise and collapse of a sequence of extractive economies in the Brazilian rainforest. It is light, often cartoonish in tone, drawing from South American traditions of Magical Realism and the telenovela but interrogates the economic and social forces which oppress and destroy working class and Indigenous communities, and the living world.
- Margaret Atwood's *Oryx and Crake* is partly written from the point of view of an adolescent boy who is deeply steeped in the world of a misogynist and violent society. The material described is itself deeply disturbing, but so too is Jimmy's passivity and his voyeuristic compulsion to see more. Written from a feminist and intersectional perspective, the novel draws attention to the lived reality of oppression at the same time as holding those who profit from exploitation, and those who ignore it, to account. The later part of the novel bears witness to Oryx's memories of child sexual abuse and people trafficking, and her complex and rather idiosyncratic resistance to the label of survivor and victim.

i) **Writing Now - Prizes, Popularity and Politics** - This module is new for 2023/24 and therefore Bath Spa University has not issued any content warnings in respect of it during the academic year 2021/22.

## FOI 22 124 – Request and Response

### Request

**Q.1:** How many invoices has your university processed in the last twelve months? (from the date of receiving this request)

**Q.2:** What percentage of these invoices were paid on time?

**Q.3:** Does your university have an automated invoice management tool in place?

- a) Fully automated tool
- b) Part automated tool
- c) No automation
- d) Don't know

**Q.4:** When was the last time your university updated the following processes?

- a) Your invoice management tool - insert date:
- b) Your expense management processes - insert date:

**Q.5:** How many members of your finance team are responsible for the following:

- a) Processing invoices
- b) Processing expenses

Definitions: Re the above, the following definitions have been provided to help with this request: An automated invoice management tool uses technologies such as machine learning and artificial intelligence to accurately capture invoice data.

### Response

**Q.1:** 11347

**Q.2:** We are not able to retrieve this information from our finance system.

**Q.3:** (c) – no automation.

**Q.4:** (a) and (b) – over 10 years

**Q.5:** (a) and (b) - three.

## FOI 22 125 – Request and Response

### Request

**Q.1:** Please name the Applications and versions are you running for the following Functions –

- a) Finance?
- b) HR?
- c) Payroll?
- d) Projects?
- e) Business Intelligence Software Tools?
- f) Research Management – Pre & Post Awards

**Q.2:** If you have an IT application for Research Management, in what regards do you use it –

- a) Opportunities
- b) Pre awards
- c) Contracts
- d) Ethics
- e) Post awards
- f) Curriculum Management

**Q.3:** What is the Contract Value for your Research Management Application and the start and end date of the contract?

**Q.4:** Are you using a Pre-award application for a Pre-award process? If yes, please mention the application.

**Q.5:** We request for you to provide contact details of all the decision-makers regarding evaluating and purchasing technology through your organisation?

### **Response**

**Q.1:** Bath Spa University is using the applications set out below for these functions (per your list) –

- a) Dream
- b) ITrent
- c) EProc
- d) MS Project
- e) PowerBI, Qlik
- f) The University uses its finance systems (Dream, eProc, PowerBI and Qlik) as well as SiriusWeb (Leeds University) and Excel and Google

**Q.2:** Bath Spa University does not have a research management system.

**Q.3:** N/A – Bath Spa University does not have a research management system.

**Q.4:** Bath Spa University uses an internally designed project proposal system.

**Q.5:** I can confirm that the University does hold the information you have requested. However, it is exempt from disclosure under section 21 of the Freedom of Information Act because it is reasonably accessible to you by other means and can be found by using the following link: <https://www.bathspa.ac.uk/about-us/leadership/>

Section 21 of the Freedom of Information Act exempts disclosure of information that is reasonably accessible to the applicant by other means, and the terms of the exemption mean that we do not have to consider whether or not it would be in the public interest to provide you with this information.



## FOI 22 126 – Request and Response

### Request

Please could you provide the following information:

- Whether the university has a policy regarding the use of zero hours contracts
- The total number and percentage of employees employed on zero hours contracts

### Response

Bath Spa University does not employ any staff on zero hours contracts, and we do not offer this type of contract.

## FOI 22 127 – Request and Response

### Request

#### **Questions about student demographics:**

**Q.1:** In the final semester of the academic year 2020/2021 how many students in total (across all levels and modes of study) studied at your institution? Of this total please provide a breakdown by:

- 1.2 Nationality
- 1.3 Ethnicity
- 1.4 The number that were required to provide evidence of English Language competence to commence study due to International status.
- 1.5 Disability, as a total figure and where possible a breakdown of type, for example in the following format:
  - A No disability
  - B social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
  - C Blind or have a serious visual impairment uncorrected by glasses
  - D Deaf or have a serious hearing impairment
  - E Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
  - F Mental health condition, such as depression, schizophrenia or anxiety disorder
  - G Specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
  - H Physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
  - I Disability, impairment or medical condition that is not listed above

- J Two or more impairments and/or disabling medical conditions

**Academic misconduct questions:**

Total number of referrals:

**Q.2:** In the final semester of the academic year 2020/2021 how many students were referred for academic misconduct (institution wide)? If a student was referred more than once, please only count them once. Of that number please provide a breakdown (in numbers) by:

- 2.2 Nationality
- 2.3 Ethnicity.
- 2.4 The number that were required to provide evidence of English Language competence to commence study due to International status.
- 2.5 Disability, as a total figure and where possible a breakdown of type, for example in the following format:
  - A No disability
  - B social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
  - C Blind or have a serious visual impairment uncorrected by glasses
  - D Deaf or have a serious hearing impairment
  - E Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
  - F Mental health condition, such as depression, schizophrenia or anxiety disorder
  - G Specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
  - H Physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
  - I Disability, impairment or medical condition that is not listed above
  - J Two or more impairments and/or disabling medical conditions

**Total cases proved / substantiated:**

**Q.3:** In the final semester of the academic year 2020/2021 how many student cases of academic misconduct (institution wide) were found proven/ substantiated? If a student was referred more than once, please only count them once. Of that number please provide a breakdown (in numbers) by:

- 3.2. Nationality
- 3.3 Ethnicity.
- 3.4 The number that were required to provide evidence of English Language competence to commence study due to International status.
- 3.5 Disability, as a total figure and where possible a breakdown of type, for example in the following format:
  - A No disability
  - B Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
  - C Blind or have a serious visual impairment uncorrected by glasses
  - D Deaf or have a serious hearing impairment
  - E Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
  - F Mental health condition, such as depression, schizophrenia or anxiety disorder
  - G Specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
  - H Physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
  - I Disability, impairment or medical condition that is not listed above
  - J Two or more impairments and/or disabling medical conditions

**Q.4:** Does your institution use Turnitin to help staff identify cases of academic misconduct?

**Q.5:** Does your institution give students access to Turnitin to help students understand academic misconduct prior to submission of work?

### Response

Please see the attached Spreadsheet. The spreadsheet is available to download from our website – see Annex FOI 22 127.

## FOI 22 128 – Request and Response

### Request

Please could you answer some questions about how you are currently handling your spending:

#### Expenses

**Q.1:** What finance system do you use?

**Q.2:** What system do you use to manage and process your staff's expenses?

**Q.3:** What is the expense process?

**Q.4:** What is the current period of reimbursement for staff expenses?

**Q.5:** Are expenses required to be pre-approved?

**Q.6:** What is the current approval workflow for expense claims?

**Q.7:** How long does it take on average to process 1 expense claim?

**Q.8:** How many expense claims were made in FY21/22? And what was total value of expense claimed in FY21/22?

**Q.9:** Can your staff submit expenses remotely?

**Q.10:** Are staff able to submit claims on their mobile device?

**Q.11:** How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage manually?

**Q.12:** What percentage of expense claims are you auditing?

**Q.13:** How many FTEs (full time employees) do you have processing expense claims?

**Q.14:** What is the average time to reimburse your staff's expenses?

**Q.15:** Which department oversees / owns the expense processes/workflows?

**Q.16:** Who is the named contact within the organisation who owns the expense process?

**Q.17:** Are there direct data integrations for expense spend directly into your main finance system? Alternatively, are they bulk uploaded via JPEG etc.?

#### Invoices

**Q.18:** What system do you use for managing/processing invoices?

**Q.19:** What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?

**Q.20:** How many invoices were processed in FY21/22?

- Q.21:** How many FTEs (full time employees) do you have in your accounts payable team who process invoices?
- Q.22:** What percentage of invoices were paid late in FY21/22?
- Q.23:** Are there cases where Invoices are duplicated and paid out more than once?
- Q.24:** What is the approval workflow for Invoices?
- Q.25:** Who is the named contact within the organisation that decides which systems are upgraded each year?
- Q.26:** Do you use Optical Character Recognition (OCR) to scan invoices?
- Q.27:** Do you have to manually validate the scanned invoices from the OCR capture?
- Q.28:** Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?
- Q.29:** Are you claiming VAT on invoices? If so, how are you doing this in-house?

## **Response**

### **Expenses**

- Q.1:** Specialised accountancy software. UNIT4 Business Software – DREAM.
- Q.2:** As above, in question 1.
- Q.3:** Staff submit an expense using the appropriate form, signed by an authorised user of the budget. This is submitted to Accounts Payable (AP); an AP member performs audit checks and compliance to the financial regulations. It is then processed into the system and paid by BACS payment on the next weekly payment run.
- Q.4:** Expenses submitted before 12 noon Friday are paid the following Friday.
- Q.5:** All expenses are pre-approved by coming to AP by a predetermined list of authorised signatures.
- Q.6:** Please see question 3.
- Q.7:** This varies depending on the complexity of the expenses, between 2-10 minutes on average.
- Q.8:** 1168 Staff expenses totalling £444,788.90.
- Q.9:** Yes - Staff only require an internet connection and access to their office work email to submit expenses.
- Q.10:** Yes, as long as they are able to access their work email.
- Q.11:** VAT is entered onto each expense when processed and enters a different control account. This is review by the financial accountant. Staff are required to remove the usual milage to the usual place of work from the claim, which is checked by the budget holder.
- Q.12:** Each expense is individual checked for audit and financial regulations purposes. The accounts payable team leader reviews a predetermined list of expenses based on risk to the university.

**Q.13:** 1.10 FTE Staff members processing invoices/expenses and 1 FTE Accounts Payable Team Leader.

**Q.14:** Average time is around 7 – 10 days between submission to payment, depending on the time of year.

**Q.15:** Accounts Payable/Payments Department, within the Finance Department.

**Q.16:** Accounts Payable Team Leader.

**Q.17:** Expenses are processed directly into the finance system. Documentation is uploaded via JPEG,PDF, Word types. The main finance system feeds into several others for financial, planning and reporting.

#### Invoices

**Q.18:** Specialised accountancy software. UNIT4 Business Software – DREAM.

**Q.19:** Invoices are forwarded directly or indirectly to the accounts payable department email (some are also sent physically through the post). An accounts payable processing into our finance system either using the PO or sent the invoice directly to the point of contact. This will trigger a response required in our electronic procurement system for the purchase orders. Once we have received approval from the relevant authorised signatory, it is then sent back to AP to verify and post into the current finance period. The payment run is generated on Tuesday and creates a list of all invoices due within a specific period. This is then submitted for management approval and uploaded to a separate system. The remittance is automatically sent to the suppliers including all details needed and then a payment allocation is made within our finance system.

**Q.20:** 11345 Invoices with regular suppliers and 1633 Sundry one off charges

**Q.21:** 1.10 FTE Staff members processing invoices/expenses and 1 FTE Accounts Payable Team Leader.

**Q.22:** This information is not currently available and will be reviewed shortly.

**Q.23:** Our finance system uses a warning system for duplicated invoices based on description and amount when processing the invoice, when creating the payment run. The accounts payable team leader also performs checks. Within FY21/22, there was around 2-3 duplicate invoices payments.

**Q.24:** Predetermined list within our invoices/PO system with authorised signatory based on university financial regulations. Budget codes and limits are entered into the system. PO's are pre-approved before they are submitted. A review of the invoice is needed to ensure it is correct. Without a PO, it is sent to one staff member to add the relevant codes and then to the approver, based on the list. Once complete, the list of approved is sent to accounts payable daily for review before entering the system.

**Q.25:** Head of Financial Operations and Director of Finance and Strategic Planning. Any changes are reviewed by the Vice Chancellor/ Pro-Vice-Chancellor and Governors of the University.

**Q.26:** Not currently.

**Q.27:** N/A.

**Q.28:** Yes, we have a PO system - 51.03% with PO attached and 48.96% without PO attached.

**Q.29:** VAT is entered onto each invoice when processed and enters a different control account. This is reviewed by the financial accountant.

## FOI 22 129 – Request and Response

### Request

Under the 2000 Freedom of Information Act, could you please tell me the amount of research grants and donations received by your university over the past five financial years, specifically in relation to:

**Q.1:** Huawei;

**Q.2:** Meiya Pico;

**Q.3:** China General Nuclear Power Group;

**Q.4:** SinoPec;

**Q.5:** Dahua Technology;

**Q.6:** Hikvision;

**Q.7:** IFLYTEK;

**Q.8:** Megvii Technology;

**Q.9:** Sense Time;

**Q.10:** Yitu Technologies;

**Q.11:** Yixin Science and Technology Co. Ltd;

**Q.12:** Hanban; and

**Q.13:** The Chinese Ministry of Education;

### Response

Bath Spa University has not received any research grants and donations over the past five financial years from those specified in your request.

## FOI 22 130 – Request and Response

### Request

I wish to submit a request for some of the organisation's information around the internal plans and strategy documents around ICT.

The ICT documents I require are the most recent update (2022 onwards documents).

I wish to obtain the following documents:

**Q.1:** ICT/IM&T/IS Strategy- The IT department strategy or plans, highlights their current and future objectives.

**Q.2:** ICT Org Chart- A visual document that presents 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.

**Q.3:** ICT Annual or Business Plan- Like the ICT strategy but is more annually focused.

**Q.4:** ICT Capital Programme/budget- A document that shows financials budget on current and future projects.

### Response

**Q.1:** Please see the attached 'IT Services Strategy'. The 'IT Services Strategy' can be downloaded from our website – see Annex FOI 22 130 (IT Services Strategy).

**Q.2:** Please see the attached 'IT Services Org Chart'. The 'IT Services Org Chart' can be downloaded from our website – see Annex FOI 22 130 (IT Services Org Chart).

**Q.3:** N/A

**Q.4:** The University's 5-year plan for digital investments is broken down as follows:

FY2022 £1,444K

FY2023 £1,703K

FY2024 £1,098K

FY2025 £1,104K

FY2026 £860K

Across the five-year period projects include a replacement system for finance, a five-year rolling replacement of computer suites, a Microsoft 365 migration and investment across the University's wider digital ecosystem and infrastructure.

## FOI 22 131 – Request and Response

### Request

I am getting in contact to request some information in regards to non-refundable deposits your university charges students to secure their places on various courses. Under the Freedom Of Information act I'd like to request the following:

For each of the last three academic years (2019/20, 2020/21, 2021/20), broken down by year –

**Q.1(a):** How many of these deposits have you kept from students who did not go on to study at your university?

**Q1(b):** How much money did this amount to?

**Q.2(a):** How many requests for refunds on these deposits have you received?

**Q.2(b):** How many of these requests resulted in your university actually giving any money back?

**Q.2(c):** If so, how much did this money amount to?

### Response

**Q.1(a):** We have only retained one deposit for academic year 2021/22, as the student delayed study with us and is expected to return in academic year 2022/23 year.

**Q.1(b):** £412.

**Q.2(a):** Zero.

**Q.2(b):** N/A.

**Q.2(c):** N/A.

## FOI 22 132 – Request and Response

### Request

Can you please advise contact name and email of person or department responsible for vending, beverages and catering at Bath Spa University?

### Response

The Estates/Catering team can be contacted using the following email address - [meetdrinkeat@bathspa.ac.uk](mailto:meetdrinkeat@bathspa.ac.uk).

## FOI 22 133 – Request and Response

### Request

Further to the original Facilities Management request, the contract below has expired. Please provide the current status.

Lift: Kone

Lift: Stannah



I would like the organisation to review my freedom of information request below, that's focused around contract data for services around facilities management.

**Q.1:** Office and building cleaning – Service contract that is focused around office, commercial and building cleaning services.

**Q.2:** Lift service and maintenance – Service contract for lift service and maintenance.

**Q.3:** Food – Service contract that is focused around catering services.

**Q.4:** General waste services contracts – The organisation's primary general waste service contract.

**Q.5:** Laundry services where clothes and linen can be washed and ironed.

Contract profile questionnaire for each type of contract:

- Supplier/Provider of the services
- Total Annual Spend – The spend should only relate to each of the service contracts listed above.
- A description of the services provided under this contract please includes information if other services are included under the same contract.
- The number of sites the contract covers.
- The start date of the contract.
- The end date of the contract.
- The duration of the contract, please include information on any extensions period.
- Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.

## Response

**Q.1:** In house Cleaning Services.

**Q.2:** The Kone contract has come to an end due to the sale of Greenpark house where the lifts were located. The updated Stannah contract details are as follows:

- Supplier/Provider of the services – *Stannah*
- Total Annual Spend – The spend should only relate to each of the service contracts listed above - *£5000*
- A description of the services provided under this contract please includes information if other services are included under the same contract. - *Lift maintenance and repair*
- The number of sites the contract covers – *3*
- The start date of the contract - *Up for renewal*
- The end date of the contract - *Up for renewal*
- The duration of the contract, please include information on any extensions period. *12 months*
- Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.- *Head of Maintenance and Grounds, 01225 875875, [estates@bathspa.ac.uk](mailto:estates@bathspa.ac.uk)*

**Q.3:** In house catering services.

**Q.4:** The organisation's primary general waste service contract.

- Supplier/Provider of the services - *Hills Waste management.*
- Total Annual Spend – The spend should only relate to each of the service contracts listed above - *circa 120K pa.*

- A description of the services provided under this contract please includes information if other services are included under the same contract. *Waste and recycling.*
- The number of sites the contract covers – 2
- The start date of the contract - *Feb 22*
- The end date of the contract - *Feb 27*
- The duration of the contract, please include information on any extensions period.- *3 years +1+1*
- Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.- *Head of Facilities & Services, 01225 875875, [estates@bathspa.ac.uk](mailto:estates@bathspa.ac.uk)*

**Q.5:** Operated by Circuit Laundry Ltd.

- Supplier/Provider of the services - *Circuit Laundry Ltd.*
- Total Annual Spend – The spend should only relate to each of the service contracts listed above - *Nil - Utilities only.*
- A description of the services provided under this contract please includes information if other services are included under the same contract. *Washing and drying machines card operated.*
- The number of sites the contract covers – 2
- The start date of the contract - *Sep 18*
- The end date of the contract - *Feb 19*
- The duration of the contract, please include information on any extensions period. *3 years +1+1*
- Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address. *Head of Facilities & Services, 01225 875875, [estates@bathspa.ac.uk](mailto:estates@bathspa.ac.uk)*

## FOI 22 134 – Request and Response

### Request

Under the Freedom of Information Act, I would request you to respond to questions included in the attachment.

### Response

Please see the attached Spreadsheet. The spreadsheet can be downloaded from our website – see Annex FOI 22 134.

## FOI 22 135 – Request and Response

**Note:** Clarification provided by the requester: “I am looking for data regarding how many care leavers graduate on PGCE and BA (hons) education studies degree. The dates should be between 2017-2022. ”

## Request

If you could send the statistics on how many care leavers graduate from education related courses, that would be fantastic.

## Response

There have been 13 students who identified themselves as care leavers who graduated from PGCE or BA Hons Education Studies degrees between the 2017/8 and 2021/2 academic years. In addition to these completions, there was also one withdrawal within this timeframe.

## FOI 22 136 – Request and Response

### Request

Can you please advise the name and contact details for the following :-

Principal  
Head of Waste  
Head of Facilities  
Head of Estates  
Head of Environmental Services

### Response

The Estates Department at Bath Spa University can be contacted by email on [estates@bathspa.ac.uk](mailto:estates@bathspa.ac.uk) or by phone on 01225 875875.

However, we are unable to provide individual contact details. We are applying the exemption afforded by Section 40(2) Personal Information of the Freedom of Information Act 2000, which provides that a request for information is exempt if the information requested constitutes personal data about a third party. In particular we choose to rely upon section 40(3)(a)(i), which provides an absolute exemption if disclosure of the personal data would contravene any of the data protection principles as defined in the Data Protection Act 2018. We are of the opinion that to disclose the requested information could identify someone and would be unfair and contrary to the first data protection principle.

## FOI 22 138 – Request and Response

**Note:** Clarification provided by the requester: "As per my records, Blackbaud and Unit4 contracts are expired. I would like to know whether these contracts are still valid or replaced by any other supplier. Below original request is for your reference."

## Request

Further to the original Enterprise Application request, the contract below has expired. Please provide the current status.

CRM: Blackbaud

Finance: Unit4

I'd like to apologise for the length of this request, and how tedious it may be to handle. That being said, please make an effort to provide all of this information.

The information I'm requesting is regarding the software contracts that the organisation uses, for the following fields.

Type of software	Examples
Enterprise Resource Planning Software Solution (ERP):	
Primary Customer Relationship Management Solution (CRM):	For example, Salesforce, Lagan CRM, Microsoft Dynamics; software of this nature.
Primary Human Resources (HR) and Payroll Software Solution:	For example, iTrent, ResourceLink, HealthRoster; software of this nature.
The organisation's primary corporate Finance Software Solution:	For example, Agresso, Integra, Sapphire Systems; software of this nature.

1. **Name of Supplier:** Can you please provide me with the software provider for each contract?
2. **The brand of the software:** Can you please provide me with the actual name of the software. Please do not provide me with the supplier name again please provide me with the actual software name.
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.  
Please also list the software modules included in these contracts.
4. **Number of Users/Licenses:** What is the total number of user/licenses for this contract?
5. **Annual Spend:** What is the annual average spend for each contract?
6. **Contract Duration:** What is the duration of the contract please include any available extensions within the contract.
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.
8. **Contract Expiry:** What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
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.

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).

[Response \(in bold/italics below\)](#)

**Updated information for Blackbaud:**

1. **Name of Supplier:** Can you please provide me with the software provider for each contract? **Blackbaud**
2. **The brand of the software:** Can you please provide me with the actual name of the software. Please do not provide me with the supplier name again please provide me with the actual software name. **RE NXT Pro Offer**
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. **Upgrades, maintenance and support is included.**

Please also list the software modules included in these contracts. **Included: Planned Gift, Tribute, EFT, RE 7 Hosting, RE 7, RE NXT Email powered by Blackbaud SKY, SKY Reporting Entitlement, Payment Processing, Learn, Search, Alumni, Events**

4. **Number of Users/Licenses:** What is the total number of user/licenses for this contract? **Infinite**
5. **Annual Spend:** What is the annual average spend for each contract? **£16k**
6. **Contract Duration:** What is the duration of the contract please include any available extensions within the contract. **3 years**
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. **01/08/2022**
8. **Contract Expiry:** What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY. **31/07/2025**
9. **Contract Review Date:** What is the review date of this contract? Please include month and year of the contract. If this cannot be provided, please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY. **01/03/2025**
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). [external@bathspa.ac.uk](mailto:external@bathspa.ac.uk)

**Updated information for Unit4 - This has now been replaced by the following contract with TechOne:**

1. **Name of Supplier:** Can you please provide me with the software provider for each contract? **Technology One UK Limited.**

2. **The brand of the software:** Can you please provide me with the actual name of the software. Please do not provide me with the supplier's name again please provide me with the actual software name. **Saas ERP Solution**
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. Please also list the software modules included in these contracts. **EzeScan Services**
4. **Number of Users/Licenses:** What is the total number of user/licenses for this contract? **Licenses with no cap on users.**
5. **Annual Spend:** What is the annual average spend for each contract? **£870,000, including mobilisation**
6. **Contract Duration:** What is the duration of the contract please include any available extensions within the contract. **Initial period of 2 years from the Commencement Date. Renewal period up to 6 years in total.**
7. **Contract Start Date:** What is the start date of this contract? Please include month and year of the contract. **01/10/2021**
8. **Contract Expiry:** What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY. **29/09/2023**
9. **Contract Review Date:** What is the review date of this contract? Please include month and year of the contract. If this cannot be provided, please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY. **01/01/2023**
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). [procurement@bathspa.ac.uk](mailto:procurement@bathspa.ac.uk)

## FOI 22 139 – Request and Response

### Request

**Q.1:** Does the University currently have an onsite central print facility for staff / students?

**Q.2:** If so, what is the annual turnover for the print facility?

**Q.3:** If so, does the central print facility outsource any of the following items of work?

a) **Digital Print – small and large jobs?**

a. If so, who is the current contract with?

b. If so, what is the annual spend?

c. If so, when is the contract due for renewal?

d. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?

e. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.

- b) **Large Format Print – including pop up banners , storage and set up?**
- a. If so, who is the current contract with?
  - b. If so, what is the annual spend?
  - c. If so, when is the contract due for renewal?
  - d. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
  - e. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.

**Q.4:** If there is no central print facility for staff / students who undertakes the following items of work?

- a) **Digital Print – small and large jobs?**
- a. If so, who is the current contract with?
  - b. If so, what is the annual spend?
  - c. If so, when is the contract due for renewal?
  - d. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
  - e. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.
- b) **Large Format Print – including pop up banners , storage and set up?**
- a. If so, who is the current contract with?
  - b. If so, what is the annual spend?
  - c. If so, when is the contract due for renewal?
  - d. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
  - e. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.

### Response

Bath Spa University does not have an onsite central print facility.

Staff and students are able to use the onsite Ricoh multi-functional devices for small print jobs, including day-to-day printing. There is no contract for this as the University owns this equipment.

For additional digital print and large format print jobs for staff, the following information is applicable:

- a. If so, who is the current contract with - **Latcham Direct Limited**
- b. If so, what is the annual spend? **£106,470.00**
- c. If so, when is the contract due for renewal? **Jan 2023**
- d. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract? **Crescent Procurement Consortium**
- e. Please confirm the name or job role of the employee that is responsible for this contract within your organisation. **Procurement team, [procurement@bathspa.co.uk](mailto:procurement@bathspa.co.uk)**

## FOI 22 140 – Request and Response

### Request

Please could you provide me with the total value of spend on staff recruitment agencies, which agencies were used, and how much was spent with each agency for the academic years 2020/2021, and 2021-2022?

### Response

Please find set out below the information you requested.

#### 2021-2022

Supplier Title	Spend
Armasec Security Ltd	£434,289.94
Back-2-Front UK Ltd	£13,671.18
Element Recruitment Limited	£941.72
Lime Recruit Ltd	£11,000.42
Parasol Limited	£102,900.00
Reed Specialist Recruitment Ltd	£40,626.16
Roc Search Limited (Temporary Staff)	£51,648.00
<b>Total</b>	<b>£655,077.42</b>

#### 2020-2021

Supplier Title	Spend
	<b>£143,621.10</b>
Armasec Security Ltd	£49,578.30
McLean Partnership Ltd	£33,840.00
Accudo Solutions Ltd	£19,606.14
Sanderson Recruitment Plc	£10,199.76
Hays Specialist Recruitment Ltd	£10,174.88
MHR International UK Limited	£6,372.00
Harvey Nash plc	£6,060.00
Appoint Personnel Ltd	£4,923.26
Reed Specialist Recruitment Ltd	£2,866.76
UK University Search	£1,440.00
Universities UK	-£1,440.00

## FOI 22 141 – Request and Response

### Request

**Q.1:** Which departments of the university are using drone technology?

**Q.2:** How many drones does the university have?

**Q.3:** Which drones are you using?

**Q.4:** Where have you previously bought your drone equipment from?

**Q.5:** Who is in charge of your drone operations?

**Q.6:** How is drone technology being used at the university?



## Response

**Q.1:** In the past, drone technology was used by the following University Schools/Departments: the School of Science; the School of Art, Film and Media; the School of Music and Performing Arts; the External Affairs Unit; and the Schools Administrative and Technical Services. However, all the previous operators have now left the University so currently we are not using our drone technology.

**Q.2:** Four

**Q.3:** Bath Spa University has DJ1 Inspires, but per above response, we are not currently using drone technology.

**Q.4:** Our last supplier of drones was Phoenix UAV Centre.

**Q.5:** Head of Schools Administrative and Technical Services

**Q.6:** See above response - we are not currently using our drone technology. We are currently considering our needs as the law has evolved in relation to drone size and the licensing requirements of the Civil Aviation Authority (CAA).

## FOI 22 142 – Request and Response

### Request

Please answer questions 1-4 in response to this Freedom of Information request.

**Q.1:** As of 05/08/2022 can you confirm whether your institution has an explicit and written-down Export Control policy [Yes/No]

**Q.2:** If the answer to 1 is Yes, please provide a copy of the policy.

**Q.3:** As of 05/08/22 can you confirm whether your institution has Explicit and written-down Export Control procedures and guidelines [Yes/No]

**Q.4:** If the answer to 3 is Yes, please provide a copy of the Export Control procedures and guidelines.

Additionally, any information you could provide in response to the following, would be appreciated:

**Q.5:** If the response to question 1 was Yes, could you please articulate the method by which the policy is communicated and enforced?

**Q.6:** If the answer to question 1 is No, can you please articulate the reasons why no Export Control policy is required by the institution?

**Q.7:** If the response to question 3 was Yes, could you please articulate the methods by which the procedures and guidelines are communicated and enforced?

**Q.8:** If the answer to question 3 is No, can you please articulate the reasons why no Export Control procedures and guidelines are required by the institution?

**Q.9:** Are there any other comments or information you would like to share on this topic?

### Response

Bath Spa University does not currently have an explicit and written-down Export Control policy, or an explicit and written-down Export Control procedure or guidelines. This is because we do not have any international research that fits into those high-risk categories.

## FOI 22 143 – Request and Response

**Note:** *The requester subsequently clarified that their request related to international student recruitment.*

### Request

**Q.1:** Please confirm the headcount number (FTE) for your International Recruitment Team employed by the university or via agencies and note if staff are based in the UK or overseas, and if overseas which countries.

**Q.2:** Please provide an organisation chart of roles that support international recruitment, marketing, and admissions.

**Q.3:** Please also Include:

- a) Your international recruitment budget for financial years 2019-20 to 2022-23 is split by type of spending e.g., travel, marketing, agents
- b) Confirm whether you have an international admissions function separate from UK admissions
- c) Confirm which function manages CAS issuing
- d) Confirm whether you have license to provide visa/immigration advice to applicants.

### Response

**Q.1:** This is currently 3 headcount, 3 FTE, all UK based.

**Q.2:** Please see the attached documents. The attached documents can be downloaded from our website – see Annex FOI 22 143 (External Affairs Unit) and Annex FOI 22 143 (Academic Planning).

**Q.3:**

- a) 2019-20 = £571,000

2020-21 = £588,000

2021-22 = £588,000

2022-23 = This information was not recorded at the time the request was made, but it is anticipated the total international recruitment budget for this year will be approximately £700,000, subject to confirmation.

Please note, the international recruitment budget includes travel, marketing, and agents, but we are unable to split the information provided into these categories as they are not normally allocated a specific budget and actual spend is dependent on demand in a particular year.

Due to the COVID-19 pandemic, there has been limited international travel since January 2020. Spend has also reduced in this time.

- b) Yes, we do.
- c) The International Admission Team and the Compliance Team.
- d) Yes, Bath Spa University does have the required sponsor licence that ensures we are covered by the ministerial exemption and we do not need to be registered with the OISC in order to provide immigration advice to applicants who we are sponsoring under the Student Route.

The Secretary of State currently provides three exemptions (through Statutory Instruments) from the requirement to be regulated by the Office Of The Immigration Service Commissioner (OISC). This means that organisations operating in line with the exemptions can provide immigration advice without needing to be regulated by the Commissioner.

The order exempts employers and educational establishments who hold sponsor licences, issued by the Home Office, from the general prohibition, contained in Part V of the Immigration and Asylum Act 1999, on providing immigration advice and services, unless registered, authorised or otherwise exempt under section 84 of that Act.

Bath Spa University is therefore exempt from registering with OISC as we are a licensed sponsor.

## FOI 22 144 – Request and Response

### Request

Please could you provide me with the total value of spend on staff recruitment agencies, which agencies were used, and how much was spent with each agency for the academic year 2021/2022? Also, please could you provide me with who your payroll provider is/ or what system you use to payroll your temporary staff?

### Response

Please see below our response to your first question:

2021-2022:

Supplier Title	Spend
Armasec Security Ltd	£434,289.94
Back-2-Front UK Ltd	£13,671.18
Element Recruitment Limited	£941.72
Lime Recruit Ltd	£11,000.42
Parasol Limited	£102,900.00
Reed Specialist Recruitment Ltd	£40,626.16
Roc Search Limited (Temporary Staff)	£51,648.00
<b>Total</b>	<b>£655,077.42</b>

In terms of your second question, I can confirm that our payroll software provider is Midland HR iTrent and we use this for all staff paid by the University.

## FOI 22 145 – Request and Response

### [Request](#)

Please may you provide me with:

**Q.1:** A list of taught postgraduate programmes offered by your institution

**Q.2:** For each programme, please can you outline:

- A. Whether there is a deposit required to secure a place on the course for international students
- B. Whether there is a deposit required to secure a place on the course for UK/home students
- C. If a deposit is required under any circumstances, please further outline:
  1. The deadline for payment of the deposit (e.g. 28 days after acceptance)
  2. A link to where on your website the conditions of this deposit are outlined or, if not available, a copy of any documents relating to payment of a deposit for postgraduate study

**Q.3:** Diversity data of applicants accepted for taught postgraduate studies

### [Response](#)

**Q.1:** I can confirm that the University does hold the information you have requested. However, it is exempt from disclosure under section 21 of the Freedom of Information Act because it is reasonably accessible to you by other means and can be found by using the following link and filtering Course Level to Postgraduate: <https://www.bathspa.ac.uk/courses/>. Section 21 of the Freedom of Information Act exempts disclosure of information that is reasonably accessible to the applicant by other means, and the terms of the exemption mean that we do not have to consider whether or not it would be in the public interest to provide you with this information.

**Q.2:** For each programme, please can you outline:

- A. Whether there is a deposit required to secure a place on the course for international students **Yes**
- B. Whether there is a deposit required to secure a place on the course for UK/home students **No**
- C. If a deposit is required under any circumstances, please further outline:
  1. The deadline for payment of the deposit (e.g. 28 days after acceptance) ***This information is exempt from disclosure under Section 21, as per the above, and can be found using the following link:*** <https://www.bathspa.ac.uk/students/student-finance/international-finance/>
  2. A link to where on your website the conditions of this deposit are outlined or, if not available, a copy of any documents relating to payment of a deposit for postgraduate study ***This information is exempt from disclosure under Section 21, as per the above, and can be found using the following link:*** <https://www.bathspa.ac.uk/media/bathspaacuk/international/documents/International-Student-Deposit-Policy.pdf>

## FOI 22 146 – Request and Response

### Request

In each of the financial years, 2019-20 to 2022-23 how much has your institution spent on advertising and marketing on-campus undergraduate and postgraduate degrees?

Please split out undergraduate and postgraduate separately and by type of spend:

- Prospectus
- Print marketing material, brochures
- Paid Social (Facebook, google etc)
- Direct out-of-home marketing

Please confirm the headcount number full-time equivalent (FTE) for your Marketing and Communications team (or equivalent) and provide an organisation chart overview.

## Response

### Prospectus

*We can provide spend for undergraduate and postgraduate combined only:*

*2019-20: £79,581*

*2020-21: £32,300*

*2021-22: £48,856*

*2022-23 (current financial year): £25,584 to date*

### Print marketing material, brochures

*2019-20: £9,058\**

*2020-21: £41,148*

*2021-22: £87,588*

*2022-23 (current financial year): £14,441 to date*

*\* Note: spend with supplier commenced part way through this financial year.*

### Paid Social (Facebook, google etc) / Direct out-of-home marketing

*I can confirm that the University does hold the information you have requested. However, the system used by the University does not capture these specific categories separately. They form part of the University's wider advertising and marketing activities for on-campus undergraduate and postgraduate degrees.*

*Under the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, a request for information can be refused where the total cost of locating, collating and providing you with the information is greater than £450 (equivalent to 18 hours' work). When calculating whether or not a request exceeds the appropriate limit it is necessary to consider the time it is likely to take to establish if we hold the information, locate it, retrieve and extract it.*

*It is estimated that to provide the information you have asked for would involve reviewing over 735 transaction lines of spend. It is estimated that this would take approximately 5 minutes per transaction line. Therefore, the total time it will take to provide you with this information is approximately 61 hours, which would exceed the appropriate limit.*

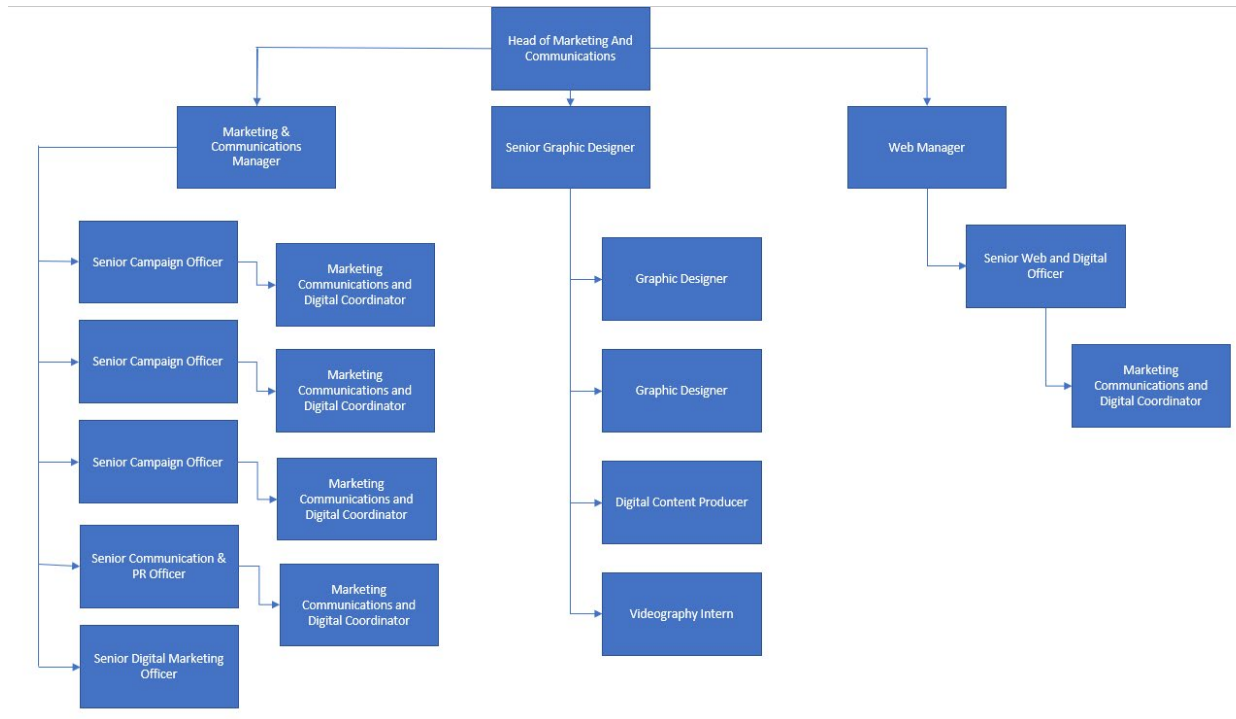
*If you refine the scope of your request, we may be able to provide the information free of charge because it would cost less than the appropriate limit to do so. For example, we may be able to provide the total spend for advertising and marketing on-campus degrees. Any reformulated request will be treated as a fresh FOI request.*

*If you would like any further advice or guidance on this, or to discuss the information that we hold, please do not hesitate to contact me.*

### Headcount number full-time equivalent (FTE) for Marketing and Communications team (or equivalent) and organisation chart overview

*The marketing and communications team currently consists of 19 FTE.*

*An organisational chart overview of the University's Marketing and Communications team can be found below:*



## FOI 22 147 – Request and Response

### Request

**Q.1:** Does your organisation currently have an active digital strategy\*?

**Q.2:** If yes, in what year was it published?

**Q.3:** Was your digital strategy updated in response to the global pandemic (where applicable)?

**Q.4:** If you do not have an active digital strategy, are you currently developing one?

**Q.5:** Optional: If you are able to provide a copy of/link to your digital strategy, that would be much appreciated.

**Guidance:**

\*I am defining digital strategy as a document that outlines the future use of technologies at your organisation, including their use within learning and teaching both physically and online, including teaching spaces. If such elements are covered across multiple strategies (such as IT Strategies and Learning and Teaching Strategies), please indicate as such. Alternative names may include Digital Transformation Strategy, Digital Empowerment Strategy, IT Transformation Strategy, etc.

### Response

**Q.1:** Yes, it was due to be approved in September 2022.

**Q.2:** 2022.

**Q.3:** No but it was developed in response to the global pandemic.

**Q.4:** N/A.

**Q.5:** This was unavailable at the time of your request.

## FOI 22 148 – Request and Response

### Request

Under the Freedom of Information Act 2000, or the Freedom of Information (Scotland) Act 2002, please provide me with the following information about complaints of racism, including but not limited to racial harassment, racial assault and racial discrimination, at the university.

**N.B. I would like both the total numbers for all the following academic years, and the data for each of these years. Please use the attached spreadsheet for your answers:**

**2018-19**

**2019-20**

**2020-21**

**2021-22**

**Total**

**If you only have information for some of the above years, please provide what you have and explain the gaps in your data.**

### Student-on-student complaints

**Q.1:** Over the past four years, how many students have made formal complaints of racism about other students?

**Q.1.1:** How many of these complaints were upheld?

**Q.1.2:** How many students were formally disciplined as a result of these complaints?



**Q.1.3:** How many students were suspended, expelled and/or left the university as a result of these complaints?

### **Staff-on-student complaints**

**Q.2:** Over the past four years, how many students have made formal complaints of racism about staff (academic and non-academic)?

**Q.2.1:** If recorded, please break down how many complaints were made against academic staff and non-academic staff.

**Q.2.2:** How many of these complaints were upheld?

**Q.2.3:** How many staff were formally disciplined as a result of these complaints?

**Q.2.4:** How many staff were suspended, dismissed and/or left the university as a result of these complaints?

### **Staff-on-staff complaints**

**Q.3:** Over the past four years, how many staff have made formal complaints of racism about other staff?

**Q.3.1:** How many of these complaints were upheld?

**Q.3.2:** How many staff were formally disciplined as a result of these complaints?

**Q.3.3:** How many staff were suspended, dismissed and/or left the university as a result of these complaints?

### **Student-on-staff complaints**

**Q.4:** Over the past four years, how many staff have made formal complaints of racism about students?

**Q.4.1:** How many of these complaints were upheld?

**Q.4.2:** How many students were formally disciplined as a result of these complaints?

**Q.4.3:** How many students were suspended, expelled and/or left the university as a result of these complaints?

### **Response**

For academic year 2019-20, BSU received 3 formal student-on-staff complaints.

For academic year 2020-21, BSU received 3 formal complaints across all the categories listed in your request.

For academic year 2021-22, BSU received 4 formal complaints across all the categories listed in your request.

However, we are unable to provide a more detailed breakdown of the categories these complaints fall into and their outcomes. We are applying the exemption afforded by Section 40(2) Personal Information of the Freedom of Information Act 2000, which provides that a request for information is exempt if the information requested constitutes personal data about a third party. In particular we choose to rely upon section 40(3)(a)(i), which provides an absolute exemption if disclosure of the personal data would contravene any of the data protection principles as defined in the Data Protection Act 2018. Due to the low numbers involved, we are of the opinion that to disclose the requested information could identify someone and would be unfair and contrary to the first data protection principle.

Please note the following:

- The [Student Disciplinary Procedure](#) has been in place for 3 academic years, since academic year 2019-20, so we do not hold student disciplinary/complaint data for academic year 18/19.
- The 'student-on-staff complaints' don't necessarily mean that a member of staff was allegedly racially abused by a student, but rather in the majority of instances, there were online posts which were brought to the University's attention by members of the public, and those were then brought to the attention of the staff who manage the SDP, to take forward as appropriate.

## FOI 22 149 – Request and Response

### Request and response (the response is in bold/italics)

Can you please provide me with the following information, if applicable?

**Q.1:** Status of participation in the Advance HE Race Equality Charter programme ***Bath Spa University does not participate in this programme.***

Any costs incurred in relation to taking part in this programme - did you pay to participate? ***N/A***

a) What criteria have you had to meet with regard to this programme - that is, what targets are set to achieve the Equality Charter award, what general goals, what areas of improvement, or areas of focus for race equality work? ***N/A***

b) Can you please provide all information from Advance HE which sets out the criteria/goals/targets, or otherwise explains participation in the Race Equality programme ***N/A***

Can you please provide any guidance provided by Advance HE with regard to this programme, particularly in relation to “decolonising” or “internationalising” the curriculum ***N/A***

Costs for any training provided by Advance HE in relation to race equality, and what this training was. ***N/A***

c) What changes have you made as an institution with regard to the Race Equality Charter, what new policies or approach have been either rolled out of proposed to meet the purpose of the Charter (work to attainment gap, or decolonising courses for example) ***N/A***

d) In particular I am interested in what guidance Advance HE have provided with regard to decolonising curricula: for example, “what reading lists have they provided, what books or material suggestions, what material or books have they suggested should not be on curricula?”

**Q.2:** Trade unions

a) Can you please advise what advice/guidance has been officially given to the university/its departments/those responsible for leaving on diversity and inclusion from trade unions ***The Freedom of Information Act 2000 only applies to public authorities. As our Trade Unions are not public authorities, their activities, advice and guidance is not disclosable as part of an FOI request.***

I am interested in advice/guidance relating to decolonization work, anti-racism work, and guidance on diversity **N/A**

b) In particular I am interested in if trade unions have provided advice on decolonisation; and what this is **N/A**

**Q.3:** a) Can you confirm whether you are signed up to any Stonewall schemes **Bath Spa University is not signed up to any of these schemes.** b) Stonewall assess organisations on how diverse their supply chains are: my question is, what work has your organisation done to make your supply chain more diverse? **N/A**

Does this extend to the suppliers of books and teaching materials? For example, do you monitor how diverse the booksellers supplying the organisation are? **N/A**

What other organisations are mentored in this way? **N/A**

## FOI 22 150 – Request and Response

### Request

Under the Freedom of Information Act 2000, please can I request the following information about the university's internet speed:

**Q.1:** Average upload speed (of all campuses)

**Q.2:** Average download speed (of all campuses)

**Q.3:** The name of your internet network provider

### Response

**Q.1:** 10Gbps

**Q.2:** 10Gbps

**Q.3:** Jisc

## FOI 22 151 – Request and Response

### Request

**Q.1:** Do you have an existing transport service for students? If yes:

- When is the contract due for renewal?
- Which companies provide your transport services?

- What is your annual budget for student transport?
- Do you charge students to use the transport service? If so, how much and what type of tickets do you provide (daily, termly, annual)? How many students use the transport per day?
- What is your occupancy rate?

**Q.2:** How many parking spaces available vs. demand for spaces?

**Q.3:** How much do you charge for parking, and how much money is generated per year?

**Q.4:** Please explain how you procure student transport services.

**Q.5:** Please identify any frameworks and or buying groups that your organisation is a part of.

**Q.6:** What job role is responsible for managing the transport budget?

**Q.7:** How many staff members are in the transport team?

### Response

**Q.1:** No – the response to each bullet point indicated above was N/A.

**Q.2:** 760 spaces, which have outstripped demand in the last few years.

**Q.3:** This varies - ad hoc parking is £10 per day, student permit parking is £120 per year and staff parking is 0.4% of salary. In 2022, £124, 235 was generated.

**Q.4:** N/A

**Q.5:** N/A

**Q.6:** Head of Facilities and Services

**Q.7:** Two

## FOI 22 152 – Request and Response

### Request

Under the FOIA (2000), I would like to request the following information for the most recent academic year, 2020/2021:

**Q.1:** How many students in total were enrolled on HE courses at your institution during the academic year 2020/21? (HE courses include Access to HE, Undergraduate degrees, Postgraduate degrees and Higher/ Degree apprenticeships).

**Q.2:** Did you collect data on the parental status of students at your institution during the academic year 2020/2021? (If the answer is no, please state a reason for this.)

**Q.3:** How many young fathers did you have studying HE courses at your institution during the academic year 2020/2021?

(A young father is defined as male, aged 25 or under with at least one child. Please include Access to HE, Undergraduate degrees, Postgraduate degrees and Higher/Degree apprenticeships).

**Q.4:** Where possible, please break down the total number of young student-fathers identified in question 3 into the following categories for the academic year 2020/21:

- a) Number of young fathers studying Undergraduate degrees:
- b) Number of young fathers studying Postgraduate degrees:
- c) Number of young fathers studying Higher/ degree apprenticeships:
- d) Number of young fathers studying Access to HE courses:

### **Response**

We do not collect data on the parental status of students at our institution. Therefore, this information is not held.

The total number of students enrolled at Bath Spa University for academic year 2020/21 is exempt from disclosure under section 21 of the Freedom of Information Act because it is reasonably accessible to you by other means and can be found by using the following link:

<https://www.hesa.ac.uk/data-and-analysis/students/where-study>

Section 21 of the Freedom of Information Act exempts disclosure of information that is reasonably accessible to the applicant by other means, and the terms of the exemption mean that we do not have to consider whether or not it would be in the public interest to provide you with this information.

## **FOI 22 153 – Request and Response**

*Note: The response to question 5 below also includes a clarification provided by Bath Spa University's Freedom of Information Officer in response to a clarification question submitted by the requester after the original response was provided.*

### **Request**

**Q.1:** What was the total market value of the university's investment portfolio(s) on the 31st July 2022?

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, page 28, section 5 "Investments", row "total market value."

For guidance on the number we are seeking, please see this example from the University of Glasgow at 'Annual Investments' in cell C1091 here: <https://www.gla.ac.uk/myglasgow/sustainability/ethicalinvestment/>

**Q.2:** On the 31st July 2022, were the institution's investment portfolio(s) managed directly by the institution, indirectly by [an] external fund manager(s), or a combination of both?

**Q.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 31st July 2022. Please present this information in this format:

Fund manager name - Percentage of total investment funds managed

Schroders - 47%

CCLA - 49%

University - 4%

**Q.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 31st July 2022. Please provide this information in a spreadsheet format.

**Q.5:** If the university holds investments through [an] external fund manager(s), please provide a breakdown of the university's holdings with that investment manager on the 31st July 2022, 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). For example, see the University of Glasgow's breakdown at 'Annual Investments' here: <https://www.gla.ac.uk/myglasgow/sustainability/ethicalinvestment/>

**Q.6:** Does the institution have an ethical investment policy, or similar? If so, please state if it is publicly available, and provide a web link.

## Response

**Q.1:** I can confirm that the University does hold this information. However, it is exempt from disclosure under Section 22(1) Future Publication of the Freedom of Information Act as this will be made available in future financial statements, notably the Annual Statement. The Act states:

(1) Information is exempt information if —

- (a) the information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not),
- (b) the information was already held with a view to such publication at the time when the request for information was made, and
- (c) it is reasonable in all the circumstances that the information should be withheld from disclosure until the date referred to in paragraph (a).

Therefore, as this information is intended for future publication, we are not obliged to provide it.

In line with the terms of this exemption, we have considered whether it would be in the public interest for us to provide you with the information ahead of publication, despite the exemption being applicable. In this case, I have concluded that the public interest favours withholding the information. When assessing whether or not it was in the public interest to disclose the information to you, we took into account the following factors:

Public interest considerations favouring disclosure:

- Immediate disclosure of the information is consistent with the Government's commitment to greater transparency and open Government.

Public interest considerations favouring withholding the information:

- The information requested is due to be published imminently, in December 2022, as part of a routine publication schedule. Therefore, it is more appropriate that this information is presented as a whole, rather than being disclosed piece-meal through individual requests.
- Disclosure ahead of schedule would reduce the time required centrally to validate all details and for appropriate sign off to be provided by External Auditors.

We reached the view that, on balance, the public interest is better served by withholding this information under Section 22 of the Act at this time.

We are intending to publish the information you requested by the end of December and it will be available using the following link: <https://www.bathspa.ac.uk/about-us/governance/financial-governance/>

**Q.2:** The investment portfolio is externally managed according to the University's Responsible Investment Policy.

**Q.3:** HSBC - 100%

**Q.4:** N/A

**Q.5:** Please see above response to question 1.

*Requester's clarification query: May I please request clarity on one question: your response to question 5 contained only a direction to the university's annual accounts, as opposed to the requested information of a company-level break-down of what companies are held within the university's investment portfolios. Having looked at the previous year's accounts I cannot see where this requested information would be published in the accounts.*

*Can you please share the university's investment portfolios at the company level or confirm that the University does not hold this information? It may be that the university does not invest in stocks and shares etc as I see that 100% is with HSBC - is this a bank account rather than an investment portfolio?*

*In terms of what we are looking for in response to question 5, please see the below portfolio, which outlines the market value held in each company. For guidance on the number we are seeking, please see this example from the University of Glasgow at 'Annual Investments'. E.g. on row 160, BP Ord where the market value is £1,028,541: <https://www.gla.ac.uk/myglasgow/sustainability/ethicalinvestment/>.*

*Freedom of Information Officer's response: Bath Spa University's portfolio statement for the year ending 31 July 2022 is attached. Also, please see our Financial Statement for 2021/22 here: <https://www.bathspa.ac.uk/about-us/governance/financial-governance/>*

The 'portfolio statement' can be downloaded from our website – see Annex FOI 22 153 (Bath Spa University portfolio statement 31 July 2022).

**Q.6:** Yes - the University has a Responsible Investment Policy, which can be found using the following link and scrolling down to 'Policy themes' then selecting 'Finance and Risk': <https://www.bathspa.ac.uk/about-us/governance/policies/>

## FOI 22 154 – Request and Response

### Request

Please could you tell me;

**Q.1:** Which provider you currently use for timetabling software within the university.

**Q.2:** Which other software products integrate with this timetable software.

### Response

The timetabling system we use is Scientia Syllabus Plus. The other piece of software that integrates with it is Scientia Resource Booker, the room booking system.

## FOI 22 155 – Request and Response

### Request

**Q1:** How many vehicles does your company operate in the UK?

\*Vehicles that are owned, leased, or on Flexi-rental NOT including Grey fleet or vehicles on a short-term lease

Cars

LCVs (up to 3.5 tonnes)

Trucks/HGV (over 3.5 tonnes)

**Q2:** Do you run electric vehicles (if so, are these electric cars/vans or HGVs)?

**Q3:** What proportion are\* of your CARs fuelled by the following?

\*Please ensure the percentages add up to 100

Petrol

Diesel

BEV

Hybrid



Other

(if unsure, please state how many electric cars you have in total)

**Q4:** What proportion\* of your LCVs are fuelled by the following?

\*Please ensure the percentages add up to 100

Petrol

Diesel

BEV

Hybrid

Other

(if unsure, please state how many electric LCVs you have in total)

**Q5:** What is the name of the fleet manager (or the person responsible for cars and LCVs)?

- Name
- Job title
- Company

### [Response](#)

Please see the attached spreadsheet. The fleet is managed by the Estates Department at BSU. The spreadsheet can be downloaded from our website – see Annex FOI 22 155.

## FOI 22 156 – Request and Response

### [Request](#)

*Note: In response to the Freedom of Information Officer's request for clarification of what they meant by "portfolio statement" in question 5, the requester responded: "this is asking for an annual report of the Universities investments. This should clarify the type of investment, the company which has been invested in, the amount that was invested and the financial year the investment was made in."*

To Whom it may concern,

In the below request, the phrase 'arms trade companies' relates to, but not limited to:

Mitsubishi  
General Electric  
Babcock  
BAE Systems,  
Rolls Royce  
Boeing  
Lockheed Martin Corp.  
Leonardo  
Thales  
Airbus  
GKN  
Smiths Group  
Cobham  
VT Group  
General Dynamics  
General Electric  
Halliburton,  
L3 Harries Technologies and Communications,  
Northrup Grumman  
Raytheon

Could you please provide:

**Q.1:** The total amount, in pounds sterling, that the university has received in research funding from arms trade companies in the last five financial years. Details should be broken down for each company, year-by-year for the last five financial years.

**Q.2:** The total amount, in pounds sterling, that the university has received in the form of industrial consultancy and industrial research fees from arms trade companies in the last five financial years. Details should be broken down for each company, year-by-year for the last five financial years.

**Q.3:** The total amount, in pounds sterling, that the university has received in research funding from the Ministry of Defence over the last five financial years. Details should be broken down, year-by-year for the last five financial years.

**Q.4:** The total amount, in pounds sterling, that the university has received in the form of industrial consultancy and industrial research fees from the Ministry of Defence over the last five financial years. Details should be broken down, year-by-year for the last five financial years.

**Q.5:** A portfolio statement for the fund(s) the university has investments in. If you do not have a copy of this, please send me a list of the names of the fund(s) and the corresponding management companies. Details should be broken down, year-by-year for the last five financial years.

**Q.6:** Please also confirm if any shares are held in the above companies as part of a pension fund or endowment, either directly or indirectly through an externally managed fund. Details should be broken down, year-by-year for the last five financial years.

### Response

Please note that our response relates to the specific companies that you have listed in your request.

**Q.1:** We can confirm that Bath Spa University received £6,790.00 from BAE Systems in July 2020 for research services.

**Q.2:** Please see response to Question 1 above.

**Q.3:** Bath Spa University has not received any research funding from the Ministry of Defence during the last five financial years.

**Q.4:** Bath Spa University has not received any industrial consultancy and industrial research fees from the Ministry of Defence over the last five financial years.

**Q.5:** Bath Spa University's portfolio statement for the year ending 31 July 2022 is attached. The 'portfolio statement' can be downloaded from our website – see Annex FOI 22 156 (BSU portfolio statement 31 July 2022).

Please note that our portfolio was established within the last financial year and therefore information is not available for previous years. Please also see the University's Responsible Investment Policy here: <https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/sustainability/Responsible-Investment-Policy.pdf>

Also, please see our Financial Statement for 2021/22 here: <https://www.bathspa.ac.uk/about-us/governance/financial-governance/>

**Q.6:** Bath Spa University does not hold this information. Please refer directly to our pension schemes. Further information about these schemes can be found in our Financial Statement for 2021/22 (see link above), at paragraph 20 on page 78.

## FOI 22 157 – Request and Response

### Request

I would like to know:

**Q.1:** The policy or policies you have in place on the payment of tuition fee deposits

**Q.2:** The number of students in A/Y 2021/22 who paid a deposit and the total value of those deposits

**Q.3:** The number of students in A/Y 2021/22 who paid a deposit but did not subsequently take up their place or pay the full fee for that year and so had that deposit withheld - and the total value of those deposits

## Response

**Q.1:** Policy on the payment of tuition fee deposits: [www.bathspa.ac.uk/media/bathspaacuk/international/documents/international-student-deposit-policy.pdf](http://www.bathspa.ac.uk/media/bathspaacuk/international/documents/international-student-deposit-policy.pdf)

**Q.2:** 96 students made a prepayment with a total value of £602,855.

**Q.3:** One with a value a £412, as the student took a break, so the University was asked to hold the deposit over for the 22/23 year.

## FOI 22 159 – Request and Response

### Request

Please see below a request based around online safeguarding of students.

**Q.1:** Please could you provide your University polic(ies) addressing how the institution tackles online abuse (including image-based abuse and online harassment) in the student body.

**Q.2:** Please could you provide the name of the member of your university executive team directly responsible for student safeguarding.

**Q.3:** Please could you provide the name of the member of your university governing body/board directly responsible for student safeguarding.

**Q.4:** Please can you provide details of how students can report incidents of online abuse (including image-based abuse and online harassment) in your institution.

**Q.5:** The number of student disciplinarys where online abuse (including image-based abuse and online harassment) was a factor per year for each academic year from 2018-19 to 2021-22 inclusive.

**Q.6:** Please could you provide the number of reports made to the police where online abuse (including image-based abuse and online harassment) was a factor per year for each academic year from 2018-19 to 2021-22 inclusive.

**Q.7:** Has your university provided a response to the OfS Statement of Expectations to prevent and respond to incidents of harassment and sexual misconduct? If so, please can you provide it. If the response is available publicly on your website, please can you provide the URL

**Q.8:** Do you provide mandatory safeguarding training for staff? Please can you provide details.

### Response

**Q.1:** Please see the following link - <https://www.bathspa.ac.uk/about-us/governance/policies/harassment-policy/>

If the University receives a report about a student alleging online abuse/online harassment, the [Student Disciplinary Procedure](#) would be used to conduct an investigation. The following sections of the SDP specifically cover online abuse/harassment:

2.2 Misconduct shall include, but not be limited to, the following:

- c) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language, whether expressed verbally or in writing, including in electronic form and via social media;
- e) Bullying or harassment of, or unacceptable behaviour towards any other person, including in electronic form and via social media;
- f) Bullying or harassment of, or unacceptable behaviour towards any other person, on the grounds of sex, race, religion or belief, disability, sexual orientation, gender identity or expression, age or other grounds, including in electronic form and via social media.

**Q.2:** This is exempt from disclosure under section 21 of the Freedom of Information Act because it is reasonably accessible to you by other means and can be found in Section 5 using the following link: <https://www.bathspa.ac.uk/media/bathspaacuk/about-us/policies/academic-and-student/Bath-Spa-University-Safeguarding-Policy-V3-Sep-2021.pdf>

Section 21 of the Freedom of Information Act exempts disclosure of information that is reasonably accessible to the applicant by other means, and the terms of the exemption mean that we do not have to consider whether or not it would be in the public interest to provide you with this information.

**Q.3:** No individual member of the University's governing body is solely responsible for student safeguarding. The governing body discharges its powers and responsibilities on a collective basis, in line with well-established principles of governance practice.

**Q.4:** Please see the policy referred to in question 1. Incidents can also be reported using Report & Support or directly to the Student's Union, Student Wellbeing Services or the Complaints Officer, as below.

Students can make a report about another student in relation to online abuse by using the Student Disciplinary Procedure by emailing their report and any evidence they have to [complaintsofficer@bathspa.ac.uk](mailto:complaintsofficer@bathspa.ac.uk).

If a student wishes to make a complaint about a member of staff regarding allegations of online abuse/harassment, this would be considered using the Student Complaints Procedure. Students should complete the Student Complaint Form found on the Complaints webpage and email it to [complaintsofficer@bathspa.ac.uk](mailto:complaintsofficer@bathspa.ac.uk). Dependent on the outcome of the Investigation, the Investigating Officer may refer the matter to HR for consideration under the Staff Disciplinary Policy.

**Q.5:** 2019/20 = 4; 2020/21 = 2; 2021/22 = 2

\* Please note, the Student Disciplinary Procedure has been in place for 3 academic years, since academic year 2019-20, so we do not have data for academic year 18/19.

**Q.6:** Bath Spa University doesn't report directly to the Police, but students may wish to, either before or after asking the University to consider a matter. There have been 2 occasions where students have reported to the Police.

**Q.7:** Please see the following link - <https://www.bathspa.ac.uk/students/student-wellbeing-services/sexual-violence-prevention-and-support/tackling-harassment-and-sexual-misconduct/>.

**Q.8:** All new staff are required to complete Mandatory Safeguarding Essential Training. This is an e-Learning Package developed by Cyclix originally, ownership transferred to Deltanet.

## FOI 22 160 – Request and Response

### Request

Please can your organisation provide in Excel CSV format, the following information:

**Q.1:** The number of roles in your association (expressed in numbers of FTE), that are mainly or exclusively focussed on issues of equality, diversity, or inclusivity. For example, this could include (amongst other guises) “EDI officers” or “diversity and inclusion project managers” but would not include general HR managers.

**Q.2:** Either a) the pay band of each of these roles, or b) the combined total salaries for these roles. Whichever measure is more in accordance with your data preferences.

**Q.3:** In the past 12 months the number of staff days across your organisation which have been committed to attending equality training programmes, whether internally run or with external consultants. (staff days = duration of the training programme multiplied by the number of staff in attendance for the course).

**Q.4:** The contractual cost of any consultants hired, in the past twelve months, to provide any external training or advice on issues of diversity, equality, or inclusivity.

**Q.5:** In the past twelve months, the number of staff days committed to attending conferences relating mainly or exclusively to matters of Equality, Diversity and Inclusion. (duration of conference multiplied by the number of staff in attendance).

**Q.6:** The costs of attending these conferences.

**Q.7:** Membership costs the organisation pays for participation in equality charters such as the Stonewall Equality Champions, or Diversity and Inclusion Workplace champions.

### Response

Please see the attached Excel spreadsheet. The spreadsheet can be downloaded from our website – see Annex FOI 22 160.

## FOI 22 161 – Request and Response

### Request

I would like to obtain information, via the Freedom of Information Act, from your University regarding:

**Q.1:** How many students are currently on the wait list to access mental health support services?

**Q.2:** How long is the average wait for students to access your mental health support services in days/weeks?

**Q.3:** Please can you provide the number of referrals to mental health services for your students:

a. Per month for 2022 (year to date), 2021, 2020, 2019, 2018, 2017 (If a breakdown by month is not possible, please provide a breakdown by year or year to date)

**Q.4:** How many mental health counsellors you currently employ in 2022

**Q.5:** How many mental health counsellors you employed in 2019

### Response

**Q.1:** Currently zero, as students are able to book their own appointments online.

**Q.2:** There is currently no wait, as students are able to book their own appointments online.

**Q.3:** Please note that we do not operate a referral process as such. There is a variety of ways students can access mental health provision, so the attached spreadsheet shows number of enquiries and cases logged under 'mental health'. The spreadsheet can be downloaded from our website – see Annex FOI 22 161.

**Q.4:** In the MH Service we have in 22/23: 2 Mental Health Service Managers, 7 Mental Health Advisors, 2 Counsellors and 10 placement counsellors.

**Q.5:** We employed 6 Mental Health Practitioners, some of whom were also qualified counsellors.

## FOI 22 162 – Request and Response

### Request and response

Replacement of Franking Machine:

<https://www.contractsfinder.service.gov.uk/Notice/fb082448-f75d-4ac2-8372-4b3b2eeac3d5>

Questions	Responses
What are the contractual performance KPI's for this contract?	Manufacturer conditions, yearly maintenance and breakdown response
Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages	Nationwide Franking Sense Ltd, Northern Service & Pitney Bowes
Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date	£18,995.38 Purchase and 5-year maintenance.
When will you be looking to replace or add to this machinery?	5 years (2027)
Start date & duration of framework/contract	30 June 2017 - 30 June 2022. One-off purchase, including 5-year maintenance.
Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?	<p><u>Summary</u></p> <ol style="list-style-type: none"> <li>1. Franking machine is in need of replacement due to age plus wear &amp; tear</li> <li>2. Franking machine is out of the performance guarantee</li> <li>3. You do not require the full colour option, just the spot K black/blue</li> <li>4. You would like to continue the Mailmark savings</li> <li>5. You still need BMA for volume related discounts</li> <li>6. You still need the 35kg scale</li> <li>7. All-inclusive service to cover breakdown/ repair/ labour/ replacement machine</li> <li>8. Easy to use device based on current usage and mail type</li> <li>9. New performance guarantee</li> <li>10. Accountability for postage spend/trend</li> <li>11. Time is critical</li> <li>12. Current Postage rate and maintenance agreement due end of June</li> </ol>
Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?	No
Which, if any, Framework was used to source this machinery?	Advanced Procurement for Universities and Colleges
Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?	Yes - Replacement purchased directly from Pitney Bowes
Who is the senior officer (outside of procurement) responsible for this contract?	All enquiries shall be made to <a href="mailto:procurement@bathspa.ac.uk">procurement@bathspa.ac.uk</a>



## FOI 22 163 – Request and Response

### Request

In August 2021, we send yourselves an FOI request regarding your, ERP, HR & payroll, and finance systems. In your response you informed us that at least one of these systems was due to renew in the first 6 months of 2022. However, we do not believe this has happened, please can you advise us why this renewal has not occurred and when you expected it to renew. Additionally, if you renewed a current contract why did you do this rather than coming out to re-tender. If your organisation has chosen to extend its pre-existing software contract, please can you explain the reasoning behind this decision.

### Response

We used a framework to purchase an iTrent contract. We went out to tender for TechOne, which will be replacing Dream, and is going live in February 2023.

## FOI 22 164 – Request and Response

### Request

For the calendar years 2017, 2018, 2019, 2020, 2021 and 2022, I would like to be provided with details on accepted donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from mining companies. For each, I would like the following information:

- The name of the mining company that gave the donation, gift, grant, sponsorship, scholarship or funding
- The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available
- The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding
- A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for

If your records are held in such a way where it is difficult to search by sector (e.g. mining), then I am happy to narrow the request to the following companies:

- BHP / BHP Billiton
- Rio Tinto
- Anglo American
- Glencore

## Response

Bath Spa University has not accepted any donations, gifts, grants, sponsorships, scholarships or funding from mining companies.

## FOI 22 165 – Request and Response

### Request

**Q.1:** How do you manage your meetings (organise agenda, minutes etc)? Do you use a meeting management software such as a board portal or a software such as Teams, emails etc?

**Q.2:** If yes, what is the name of the supplier?

**Q.3:** If yes, what is the contract expiry and contract review date?

**Q.4:** How many users are on the board portal/management solution, and how much do you spend on this?

**Q.5:** What is your cost per user?

### Response

**Q.1:** For meetings of the University's governing body and its immediate sub-committees, the University uses a board portal. All other internal meetings are managed without the use of specialist meeting management software, normally by way of Google Meet and Google Drive or Microsoft Office.

**Q.2:** The board portal supplier is Admincontrol.

**Q.3:** The contract currently operates on a rolling basis.

**Q.4:** The University currently pays an annual subscription of £3,000+VAT for up to 30 users.

**Q.5:** Please see our response to question 4.

## FOI 22 166 – Request and Response

## Request and response

<b>Questions</b>	<b>Responses</b>
1. Does the council have a dedicated on-site scanning team for paper records?	No
a) If so, how many FTE are within the team?	N/A
b) What volumes are the team scanning on a daily/weekly/monthly/annual basis?	N/A
c) Are the team scanning legacy records or day forward, or both?	N/A
d) What hardware & software is used by the team?	N/A
e) Is the hardware leased, rented or was it purchased outright?	N/A
f) Who is responsible within the council for the procurement of hardware and software? Please supply contact details.	N/A
2. If the council does not have a dedicated on-site scanning team, is there a contract for outsourced document scanning provisions?	No
a) If so, who is this contract with?	N/A
b) What is the value of the contract?	N/A
c) When is the contract due for renewal?	N/A
3. Does the council have on-site facilities to store paper records?	Yes
4. Does the council have contract(s) for off-site storage?	No
a) If so, who is the contract with?	N/A
b) Does the contract include scan on demand or digitising services?	N/A
c) If so, what volumes of pages / images are scanned daily/weekly/monthly/annually?	N/A
d) What is the annual cost for outsourced scanning – either on-demand or scheduled?	N/A
5. Are there departments within the council that scan their own documents locally?	Yes

Questions	Responses
a) If so, what hardware and software is used to manage this?	The University's MFD Ricoh devices are used by all staff and students when scanning documents etc.
b) Are volumes captured? If so, what are they?	No
c) What types of documents are scanned?	There is no definitive list, but examples include the Library, who digitise book and journal extracts for teaching and learning purposes under the University's CLA licence, which are then corrected and improved using software called ABBYY FineReader; and the Finance team who scan in invoices.
Who in the council is responsible for records / document management programmes/systems? Please provide contact details	N/A
Who in the council manages the contract(s) relationships with hardware providers and outsourced storage or scanning providers? Please provide contact details	N/A - the MFD Ricoh devices are owned by BSU.

## FOI 22 167 – Request and Response

### Request

I would like to know the following:

Q.1: Does the university monitor the social media accounts of students?

Q.2: Does the university store data from student social media?

Q.3: a) Has the university purchased or does the university have any contracts for software designed to monitor student social media?

b) If so, please provide: the name of the software; the date on which it was first purchased or used; and the cost (either per year, or as a one-off cost, whichever applies).

Q.4: a) Does the university employ designated members of staff to monitor student social media? b) If so, how many FTE posts?

### Response

Bath Spa University does not monitor student social media accounts.

## FOI 22 168 – Request and Response

### Request and Response

Questions	Responses
What time of year are your Graduation ceremonies?	Ceremonies take place in January and July.
Who is your current gown supplier?	Ede and Ravenscroft
Who is your current photographer?	Ede and Ravenscroft
How do you announce your tender opportunities e.g. In-Tend	N/A - There has not been a tender opportunity for this previously.
When does your current contract finish?	N/A - There is no contract in place

## FOI 22 169 – Request and Response

### Request and Response

**Q.1:** Who is your social media management and monitoring tool supplier? **Agorapulse**

**Q.2:** Start date & duration of framework/contract with supplier. **N/A - no contract. First used November 2019.**

**Q.3:** Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date. **Monthly subscription of €299**

**Q.4:** Who is the senior officer (outside of procurement) responsible for this contract? **Head of Marketing and Communications**

## FOI 22 170 – Request and Response

### Request

**Q.1:** How many taught undergraduate and postgraduate courses did the university offer in total in the following academic years? 18/19, 19/20, 20/21, 21/22, 22/23

**Q.2:** How many taught undergraduate and postgraduate courses did the university offer in the following academic years which involved some \*timetabled online/remote contact time? 18/19, 19/20, 20/21, 21/22, 22/23

**Q.3:** How many \*solely online/remote taught undergraduate and postgraduate courses, with no timetabled in-person contact time, did the university offer in the following academic years? 18/19, 19/20, 20/21, 21/22, 22/23

\*Please disregard any timetabled contact time (lectures, seminars or tutorials) which is in-person but recorded for later playback or live streamed for students who do not attend. Please only include contact time which is only available to students online (e.g. over Zoom or Microsoft Teams and not in person).

### Response

**Q.1:** The numbers below:

- a) Include BSU and franchised UK courses that had students enrolled on them for each year
- b) Do not include PGCE teacher training courses
- c) Counted courses separately if they are run at different campuses -eg Business & Management is broadly the same course but is taught across different BSU campuses and partner campuses as well - this will explain some of the increase in UG courses since 2019/0 onwards
- d) Do not include courses which have "-DL" (distance learning course) in the course title

	<b>UG</b>	<b>PGT</b>
2018/9	156	67
2019/0	176	68
2020/1	200	66
2021/2	232	77
2022/3	226	66

**Q.2:** For 2022/3 a lot of courses have some online contact time, as large lectures are still online. For 2021/2, most courses had online contact time, as we timetabled with the pandemic/social distancing in mind. From 2020/21 back, No courses, other than those explicitly listed as remote learning, had online contact time.

However, providing specific data for 2021/22 and 2022/23 would require a review of all timetabled activities, which would be incredibly difficult and manual. This would exceed the appropriate time limit of 18 hours. We are unable to provide any information relating to before the 2021/22 academic year, as this is no longer held by BSU.

**Q.3:** There are currently 7 courses for 22/23 which are solely online/remote:

- MA Counselling and Psychotherapy Practice (Distance Learning)
- MA Writing For Young People (Online Learning)
- MSc Criminology (Distance Learning)
- MA Song writing (Distance Learning)
- PhD By Publication (Distance Learning)
- PhD Story Foundry By Publication (Distance Learning)

And depending on whether we choose to include franchised partnerships;

- Postgraduate Certificate in Special Educational Needs Coordination BPN (Distance Learning)

For the 2021/22 academic year, there were also three courses which were solely online/remote and explicitly named 'distance learning - MA Counselling and Psychotherapy Practice (Distance Learning), MA Song writing (Distance Learning) and MSc Criminology (Distance Learning).

For the 2020/21 academic year, there were three courses which were solely online/remote and explicitly named 'distance learning - MA Counselling and Psychotherapy Practice (Distance Learning), MA Song writing (Distance Learning) and MSc Criminology (Distance Learning).

For the 2019/20 academic year, there were also two courses which were solely online/remote and explicitly named 'distance learning - MA Counselling and Psychotherapy Practice (Distance Learning), and MA Song writing (Distance Learning).

For the 2018/9 academic year, there were two courses which were solely online/remote and explicitly named 'distance learning - MA Counselling and Psychotherapy Practice (Distance Learning), and MA Song writing (Distance Learning). It should also be noted that since academic year 2021/22 there has also been a PhD (Distance Learning) available. Though, low residency PhDs have been running since 2012.