

**Mr John Gilchrist**  
Freedom of Information Officer

3 April 2019

Ref: FOI/March 2019/ Katherine Matcham

By email to [unithirdspacer@gmail.com](mailto:unithirdspacer@gmail.com)

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Dear Ms Matcham

Your request for information received on 13 March 2019 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

I was seeking information under the Freedom of Information Act 2000 on:

- 1) annual leave entitlements for academic staff and annual leave entitlements for administrative staff;
- 2) research and/or scholarly activity leave entitlements for academic staff, and for administrative staff;
- 3) external examining and/or moderation roles outside the employing institution for academic staff and for administrative staff;
- 4) access to the employing institution's own doctorates or equivalent for academic staff and for administrative staff and what fee might be payable by academic staff and by administrative staff.

### **University Response**

- 1) Academic 35 days, Admin Grades 6 to 9 30 days and Admin Grade 1 to 5 25 days.
- 2) 20 days for Research Activity for Academic and Research Staff and 20 days Study Leave for full time staff studying at the University for Academic and Admin staff.
- 3) We do not understand the wording of the question so cannot provide a response.
- 4) Please see attached the University's policy on Staff Studying for Academic and Professional qualifications.

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mr David Maplas, Director of Student Affairs, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 5830, [d.malpas@mdx.ac.uk](mailto:d.malpas@mdx.ac.uk) within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied

with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

**John Gilchrist**  
Freedom of Information Officer