

The University of Sheffield
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BS34 8SR

Email: regulation@officeforstudents.org.uk

www.officeforstudents.org.uk

10 April 2019

Dear Professor Lamberts,

**General ongoing condition of registration F1: Transparency information
Requirement to provide information to the OfS**

All providers registered with the OfS are required to satisfy general ongoing condition F1: Transparency information from 1 August 2019. On 15 March 2019 the OfS published technical guidance for providers on submitting the Transparency return 2019.

You are required to provide your Transparency return 2019 to the OfS and publish transparency data on your website. A Notice is attached to this letter that sets out the steps you are required to take. This Notice should be read in conjunction with the document 'Condition of registration F1: transparency information – guidance on transparency return'.¹

If you have any questions in relation to this Notice please contact the team at transparency@officeforstudents.org.uk.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Susan Lapworth'.

Susan Lapworth
Director of Competition and Registration

¹ Available at <https://www.officeforstudents.org.uk/publications/guidance-for-providers-on-submitting-the-transparency-return-2019/>

To: The governing body, The University of Sheffield (the “Provider”)

Notice under general ongoing condition of registration F1: Transparency information

Whereas:

(A) The Provider was registered by the Office for Students (“OfS”) in accordance with section 3 of the Higher Education and Research Act 2017 (HERA) on the register of English Higher Education Providers.

(B) The Provider constitutes a prescribed higher education provider for the purposes of the Higher Education (Transparency Condition and Financial Support) (England) Regulations 2018, and consequently was informed that it is subject to general ongoing condition of registration F1 in the registration decision letter.

(C) Pursuant to general ongoing condition of registration F1, the Provider is required to provide to the OfS and publish, in the manner and form specified by the OfS, Specified Information as set out in section 9 of HERA.

Therefore:

Pursuant to general ongoing condition of registration F1, the Provider is required to provide the Specified Information at the Specified Time and in the Specified Manner.

Definitions

“Additional Information” means the sign-off sheet of the results file. The results file will be returned to the Provider by the OfS, after submission of the Initial Information.

“Initial Information” means a URL link to the place of the Provider’s website where it intends to publish the Other Information along with data relating to:

- i. the number of applicants for admission on to higher education courses starting in 2018-2019 that the Provider has received;
- ii. the number of offers made by the Provider in relation to those applications; and
- iii. the number of those offers accepted and the number of those who go on to register at the Provider

In each case, the information must include those numbers by reference to the following:

- i. the gender of the individuals to which they relate;
- ii. their ethnicity; and
- iii. their socioeconomic background, measured using the English Index of Multiple Deprivation 2015 (IMD)

“Other Information” means Table 1a, 1b, 2a and 2b of the results file. The results file will be returned to the Provider by the OfS, after submission of the Initial Information.

“Specified Information” means any information which falls within the definitions of “Additional Information”, “Initial Information” and “Other Information”.

“Specified Manner” means:

- i. as regards the Additional Information, the sign-off sheet must be signed by the Provider’s accountable officer and uploaded to the OfS portal².
- ii. as regards the Initial Information, information must be provided to the OfS via the OfS portal² using the “Transparency Return” Excel workbook template, available to the Provider in June 2019 to download from the OfS portal².
- iii. as regards the Other Information, information must be published:
 - a. on the Provider’s website, in the form in which it was returned to the Provider by the OfS as part of the results file; and
 - b. in the location specified by the Provider within the Initial Information submission, unless otherwise specified by the OfS.

“Specified Time” means:

- i. as regards uploading the Additional Information, noon on 22 August 2019; and
- ii. as regards uploading the Initial Information, noon on 22 August 2019; and
- iii. as regards publishing the Other Information, 31 August 2019

² See <https://extranet.officeforstudents.org.uk/data>

Signed on behalf of the OfS and authorised for that purpose



**Susan Lapworth
Director of Competition and Registration**

Date: 10 April 2019

Professor Koen Lamberts
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15th April 2019

Dear Professor Lamberts

Prevent monitoring: ADR and risk assessment outcome

The Office for Students (the “OfS”) has regulatory oversight for ensuring that providers of higher education meet their responsibilities under the Counter Terrorism and Security Act 2015.

Each year, the OfS makes a judgement on the compliance of each provider with the Prevent Duty, based on the OfS’s core monitoring process, which include: the submission of accountability and data returns, Prevents review meetings, and the review of serious incidents and material changes.

I am writing to confirm both the outcome of the assessment of the accountability and data return (ADR) and the subsequent risk assessment made by the OfS on the risk of future non-compliance with the statutory Prevent Duty.

Accountability and data return outcome

Following consideration of your accountability and data return, we have concluded that The University of Sheffield **demonstrated due regard** to the [Prevent Duty].

Risk assessment outcome

We have assessed that The University of Sheffield is **not at higher risk of non-compliance with Prevent**. We used a variety of sources of information in order to inform that assessment. In paragraphs 86-88 of our ‘Prevent duty: Framework for monitoring in higher education in England 2018-19 onwards’, the OfS will run a separate but related risk assessment process to inform our wider understanding of a provider’s context and its approach to implementation of the duty and how we will engage with it.

The information used to inform that assessment included a provider’s track record of compliance with the former Higher Education Funding Council for England’s (HEFCE’s) processes; information and conclusions drawn from core processes under the OfS Monitoring framework for Prevent, such as the accountability and data return; where appropriate, initial or ongoing monitoring of

registration conditions, e.g. public interest principles, and information from Prevent partners, such as Ofsted, Charity Commission, the Department for Education about local and wider risk and threat¹.

Next steps

As The University of Sheffield is not considered to be at higher risk of non-compliance with the duty, it will be entered into the sample population for Prevent Review Meetings. We will notify you at the point The University of Sheffield has been selected for the Prevent Review Meeting, and will provide further details on the process. Further information on Prevent Review Meetings can be found in our guidance: Prevent Review Meetings: Guidance for providers.

In the meantime please report any Prevent-related events or changes in circumstance to prevent@officeforstudents.org.uk.

Yours sincerely

A handwritten signature in black ink that reads "M. A. Hilton." The signature is written in a cursive, slightly informal style.

Mark Hilton
Head of Prevent

Direct line 0117 931 7430

Mark.Hilton@officeforstudents.org.uk

¹ <https://www.officeforstudents.org.uk/media/3e9aa5d3-21de-4b24-ac21-18de19b041dc/prevent-duty-framework-for-monitoring-in-higher-education-in-england-2018-19-onwards-updated-22-january-2019.pdf>