University of Cambridge
Freedom of Information Act 2000
Publication Scheme: Guide to Information

Introduction

The University of Cambridge has adopted the latest Model Publication Scheme produced by the Information Commissioner’s Office (ICO). This Guide to Information has been prepared and is maintained in accordance with the ICO’s latest Definition Document for Universities and other Higher Education Institutions. These template documents are available from the ICO website (https://ico.org.uk/).

This Guide was last updated in November 2021.

Layout

The Guide contains information grouped into the following seven categories, as delineated by the ICO:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Copies of requested datasets are published on the most appropriate pages of the University’s website depending on their contents.

Information is not published in this Scheme: (i) where the University does not hold it; (ii) where the University considers it to be exempt under one of the exemptions in Part II of the Freedom of Information Act 2000; (iii) where it is archived, out-of-date, or otherwise inaccessible; or (iv) where the University considers that it would be impractical or resource-intensive to prepare the material for routine release.

Format

Nearly all of the information is available from the University’s website (https://www.cam.ac.uk). A few documents, notably the Cambridge Pocket Diary, are also published annually in hard copy and can be purchased at cost price from the Cambridge University Press Bookshop (https://www.cambridge.org/about-us/visit-bookshop/). Hardcopies of other publications are available as indicated on the website.

Charges

Most of the information contained in the Publication Scheme and listed in this Guide can be downloaded from the website free of charge. The University reserves the right to make a small charge for printed copies of some documents available on the website, to cover administrative costs.
Responsibility
This Guide is regularly reviewed and updated. Comments should be directed to the Freedom of Information Officer by email to foi@admin.cam.ac.uk.

Copyright
The copyright in this Guide and its contents is reserved to the University of Cambridge. Datasets are published with the required licensing provisions.

Colleges
The 31 Colleges (https://map.cam.ac.uk/colleges/) are legally independent institutions and separate public authorities under the Freedom of Information Act 2000.

Requests for information not included in the scheme
Information held by the University which is not contained in the Publication Scheme and listed in this Guide may be requested by email to foi@admin.cam.ac.uk, or by post to Freedom of Information Officer, Governance and Compliance Division, University of Cambridge, The Old Schools, Trinity Lane, Cambridge, CB2 1TN. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Guide to Information
The below sources contain information that spans many of the ICO’s categories.

- The University website has an A-Z listing (https://www.cam.ac.uk/university-a-z).
- The Statutes and Ordinances (https://www.admin.cam.ac.uk/univ/so/), published annually, contains the main regulations which govern the management of University business.
- The Reporter (https://www.reporter.admin.cam.ac.uk/) is the authorised journal of record of the University of Cambridge. In addition to its regular weekly issues it publishes a number of special editions through the year containing a wide variety of statistical and management information. It also contains most of the statutory disclosures that are required of the University.
- The annual Cambridge Pocket Diary contains dates of meetings, term dates and other information. It can be purchased from the Cambridge University Bookshop (see above), charge as priced.

Who we are and what we do

- Overview https://www.cam.ac.uk/about-the-university
- Schools, Faculties and Departments https://www.cam.ac.uk/colleges-and-departments/department-a-z
- Administrative Offices https://www.staff.admin.cam.ac.uk/
  https://www.admin.cam.ac.uk/offices/
The Council
https://www.governance.cam.ac.uk/committees/council/Pages/default.aspx

Charitable status

Map
https://map.cam.ac.uk/

Contacts
https://www.cam.ac.uk/contact-the-university

Information for staff and students
https://www.staff.admin.cam.ac.uk/
https://www.cambridgestudents.cam.ac.uk/
https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-and-students-union

Headline facts and figures
https://www.information-hub.admin.cam.ac.uk/
https://www.inclusivecambridge.admin.cam.ac.uk/gender-equality-reporting

Trading operations and subsidiary companies
- Cambridge University Press & Assessment formally is a Department of the University
  https://www.cambridge.org/
  https://www.cambridge.org/legal/freedom-of-information
- Full details of the University’s various other subsidiary and associated undertakings may be found in the annual Financial Statements
  https://www.finance.admin.cam.ac.uk/about/annual-accounts

What we spend and how we spend it

Financial management
https://www.finance.admin.cam.ac.uk/

Financial Regulations and Procedures

Annual Financial Statements and other financial publications
https://www.finance.admin.cam.ac.uk/about/annual-accounts

Capital programme
https://www.em.admin.cam.ac.uk/what-we-do/development-estate
https://www.afpa.admin.cam.ac.uk/capital-planning
https://eddington-cambridge.co.uk/

Investments
https://www.investment.admin.cam.ac.uk/
https://www.cambridgeinvestmentmanagement.co.uk/

Procurement and suppliers
https://www.procurement.admin.cam.ac.uk/

Allocations, budgets and value for money
https://www.afpa.admin.cam.ac.uk/resource-allocation
https://www.afpa.admin.cam.ac.uk/planning-round

Research funding
https://www.research-strategy.admin.cam.ac.uk/research-funding
• Salary scales, staff expenses and trade union facility time reports
  https://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales
  https://www.finance.admin.cam.ac.uk/expenses
  https://www.hr.admin.cam.ac.uk/hr-staff/trade-unions/facility-time-report
• Student fees and funding
  https://www.undergraduate.study.cam.ac.uk/fees-and-finance
  https://www.postgraduate.study.cam.ac.uk/funding
• Development and philanthropy
  https://www.philanthropy.cam.ac.uk/

What our priorities are and how we are doing

• Annual Reports
  https://www.finance.admin.cam.ac.uk/about/annual-accounts
• Learning and Teaching Strategy
• Teaching quality assurance
  https://www.educationalpolicy.admin.cam.ac.uk/quality-assurance
• Student application statistics
  https://www.undergraduate.study.cam.ac.uk/apply/statistics
  https://www.postgraduate.study.cam.ac.uk/admissions-statistics
• Student numbers and examination statistics
  https://www.information-hub.admin.cam.ac.uk/
  https://www.afpa.admin.cam.ac.uk/data-analysis-planning
• Environmental sustainability
  https://www.environment.admin.cam.ac.uk/
• Internal audits
  https://www.governanceandcompliance.admin.cam.ac.uk/audit-regulatory-compliance/audit
• Safety audits
  https://www.safety.admin.cam.ac.uk/audits
• Equality duties
  https://www.equality.admin.cam.ac.uk/
  https://www.equality.admin.cam.ac.uk/equality-impact-assessments
• Corporate relations
  https://www.cam.ac.uk/business-and-enterprise
• International strategy
  https://www.strategic-partnerships.admin.cam.ac.uk/
• An extensive range of annual reports are published in the Reporter

How we make decisions

• Governance and committees
  https://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/governance
  https://www.reporter.admin.cam.ac.uk/
  https://www.governance.cam.ac.uk/Pages/default.aspx
  https://www.admin.cam.ac.uk/committee/
• Appointment procedures
  https://www.jobs.cam.ac.uk/
  https://www.hr.admin.cam.ac.uk/recruitment-guidance

  Our policies and procedures

  Academic
  • Academic standards
    https://www.educationalpolicy.admin.cam.ac.uk/quality-assurance
  • Complaints
    https://www.studentcomplaints.admin.cam.ac.uk/
  • Current students
    https://www.student-registry.admin.cam.ac.uk/
  • Plagiarism
    https://www.plagiarism.admin.cam.ac.uk/
  • Postgraduate admissions
    https://www.postgraduate.study.cam.ac.uk/
  • Undergraduate admissions
    https://www.undergraduate.study.cam.ac.uk/

  Compliance
  • Bribery
  • Data Protection
    https://www.information-compliance.admin.cam.ac.uk/data-protection
  • Freedom of Information
    https://www.information-compliance.admin.cam.ac.uk/foi
  • Freedom of speech
    https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-free-speech-principles
  • Governing body code of conduct
  • Information security
    https://help.uis.cam.ac.uk/service/security
  • Legal
    https://www.legal.admin.cam.ac.uk/
  • Modern slavery
  • Prevent duty
    https://prevent.admin.cam.ac.uk/
  • Records management
    https://www.information-compliance.admin.cam.ac.uk/records-management
  • Risk management
    https://www.governanceandcompliance.admin.cam.ac.uk/audit-regulatory-compliance/risk-management
Estates and environment
- Environment and sustainability  
  https://www.environment.admin.cam.ac.uk/
- Estates  
  https://www.em.admin.cam.ac.uk/  
- Security and CCTV  
  https://www.em.admin.cam.ac.uk/operating-estate/security
- Travel  
  https://www.environment.admin.cam.ac.uk/travel

Health and safety
- Health and safety policies  
  https://www.safety.admin.cam.ac.uk/

Human Resources
- A-Z of HR policies and procedures  
  https://www.hr.admin.cam.ac.uk/policies-procedures
- Equality and diversity  
  https://www.equality.admin.cam.ac.uk/
- Grievances and whistleblowing  
  https://www.hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide/terms-employment/grievances  
  https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-policy-public-disclosure-university-employees
- Promotions and employee reward procedures  
  https://www.hr.admin.cam.ac.uk/pay-benefits/reward-schemes
- Relocation expenses  
  https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/relocation/reimbursement-relocation-expenses

IT
- A-Z for University Information Services  
  https://help.uis.cam.ac.uk/a-z
- Policies  
- University card policies  
  https://help.uis.cam.ac.uk/service/security/university-card

Research
- Research policies  
  https://www.research-operations.admin.cam.ac.uk/research-contracts/policies-research-contracts  
  https://www.research-integrity.admin.cam.ac.uk/
- Data management  
  https://www.data.cam.ac.uk/
- Institutional Repository and Open Access (research outputs)  
  https://www.repository.cam.ac.uk/  
  https://www.openaccess.cam.ac.uk/
Lists and registers

- CamData (extensive information about individual degree courses)
  https://www.camdata.admin.cam.ac.uk/
- Conflicts of interest
- Honorary Degrees
- Information Asset Register
  https://iar.admin.cam.ac.uk/
- Special Collections in the University Library
  https://www.lib.cam.ac.uk/collections/special-collections
- Vice-Chancellors
  https://www.v-c.admin.cam.ac.uk/role-vice-chancellor/history-vice-chancellorship

The services we offer

Community
- Conferences
  https://www.meet-cambridge.com/
- Volunteering
  https://www.cam.ac.uk/public-engagement
- What's On
  https://www.admin.cam.ac.uk/whatson/
- Work experience
  https://www.hr.admin.cam.ac.uk/hr-services/tes/work-experience

Educational, cultural and recreational
- Botanic Garden
  https://www.botanic.cam.ac.uk/
- Cambridge Festival
  https://www.festival.cam.ac.uk/
- Executive and professional education
  https://www.epe.admin.cam.ac.uk/
- Libraries
  https://www.libraries.cam.ac.uk/
- Lifelong learning (Institute of Continuing Education)
  https://www.ice.cam.ac.uk/
- Museums and collections
  https://www.museums.cam.ac.uk/
- Sport
  https://www.sport.cam.ac.uk/

Staff, students and alumni
- Accommodation
  https://www.accommodation.cam.ac.uk/
- Alumni relations
  https://www.alumni.cam.ac.uk/
- Careers
  https://www.careers.cam.ac.uk/
- Childcare
  https://www.childcare.admin.cam.ac.uk/
- Counselling
  https://www.counselling.cam.ac.uk/
  https://staff.counselling.cam.ac.uk/
- Disability Resource Centre
  https://www.disability.admin.cam.ac.uk/
- Occupational Health
  https://www.oh.admin.cam.ac.uk/
- Staff support services
  https://www.hr.admin.cam.ac.uk/hr-staff/information-staff