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 (http://ico.org.uk/).

This Guide was last updated in August 2016.

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to be exempt under one of the exemptions in Part II of the Freedom of Information Act 2000; (iii) where it is archived, out-of-date, or otherwise inaccessible; or (iv) where the University considers that it would be impractical or resource-intensive to prepare the material for routine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 (http://www.cam.ac.uk). A few documents, notably the University’s Statutes and Ordinances and the Cambridge Pocket Diary, are also published annually in hard copy and can be purchased at cost price from the Cambridge University Press Bookshop (http://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 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 (http://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 in writing: Freedom of Information Officer, Registrary’s Office, University of Cambridge, The Old Schools, Trinity Lane, Cambridge, CB2 1TN; foi@admin.cam.ac.uk. 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 (http://www.cam.ac.uk/university-a-z) and an A-Z of administrative functions and services (http://www.admin.cam.ac.uk/audience/).
- The Statutes and Ordinances (http://www.admin.cam.ac.uk/univ/so/), published annually, contains the main regulations which govern the management of University business.
- The Reporter (http://www.admin.cam.ac.uk/reporter/) 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.
- 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 http://www.cam.ac.uk/about-the-university
• Schools, Faculties and Departments  
  http://www.cam.ac.uk/colleges-and-departments  
  http://map.cam.ac.uk/directory/
• Administrative Offices  
  http://www.admin.cam.ac.uk/  
  http://www.admin.cam.ac.uk/offices/
• The Council  
  https://www.governance.cam.ac.uk/committees/council/Pages/default.aspx
• Charitable status  
• Map  
  http://map.cam.ac.uk/
• Contacts  
  http://www.cam.ac.uk/contact-the-university
• Information for staff and students  
  http://www.cam.ac.uk/for-staff  
  http://www.cambridgestudents.cam.ac.uk/  
  http://www.admin.cam.ac.uk/offices/secretariat/usu/
• Headline facts and figures  
  http://www.admin.cam.ac.uk/offices/planning/information/statistics/facts/
• Subsidiary companies  
  - Cambridge Assessment and Cambridge University Press formally are Departments of the University  
    http://www.cambridgeassessment.org.uk/  
    http://www.cambridgeassessment.org.uk/contact-us/freedom-of-information/  
    http://www.cambridge.org/  
    http://www.cambridge.org/about-us/terms-use/freedom-information/
  - Full details of the University’s various other subsidiary and associated undertakings may be found in the annual Financial Statements  
    http://www.finance.admin.cam.ac.uk/about/annual-accounts

What we spend and how we spend it

• Financial management  
  http://www.finance.admin.cam.ac.uk/
• Financial Regulations and Procedures  
• Annual Financial Statements and other financial publications  
  http://www.finance.admin.cam.ac.uk/about/annual-accounts
• Capital programme  
  http://www.em.admin.cam.ac.uk/developing-estate  
  http://www.admin.cam.ac.uk/offices/planning/capitalfunding/  
  http://www.nwcambridge.co.uk/
• Investments  
  http://www.admin.cam.ac.uk/offices/investment/
• Procurement and suppliers  
  http://www.admin.cam.ac.uk/offices/purchasing/
• Allocations and budgets  
  http://www.admin.cam.ac.uk/offices/planning/pra/allocations/  
  http://www.admin.cam.ac.uk/offices/planning/pra/ram/
• Value for money  
  http://www.admin.cam.ac.uk/offices/planning/vfm/
• Salary scales  
  http://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales
• Student fees and funding  
  http://www.undergraduate.study.cam.ac.uk/finance  
  http://www.graduate.study.cam.ac.uk/finance/funding
• Development and philanthropy  
  https://www.philanthropy.cam.ac.uk/

What our priorities are and how we are doing

• Annual Reports  
  http://www.finance.admin.cam.ac.uk/about/annual-accounts
• Learning and Teaching Strategy  
  http://www.educationalpolicy.admin.cam.ac.uk/quality-assurance/learning-and-teaching-strategy
• Teaching quality assurance  
  http://www.educationalpolicy.admin.cam.ac.uk/quality-assurance/local-quality-assurance
• Student application statistics  
  http://www.undergraduate.study.cam.ac.uk/apply/statistics  
  http://www.graduate.study.cam.ac.uk/admissions-statistics
• Student numbers and examination statistics  
  http://www.admin.cam.ac.uk/offices/planning/sso/
• Environmental sustainability  
  http://www.environment.admin.cam.ac.uk/
• Internal audits  
  http://www.finance.admin.cam.ac.uk/policy-and-procedures/internal-audit
• Safety audits  
  http://www.safety.admin.cam.ac.uk/audits
• Equality duties  
  http://www.equality.admin.cam.ac.uk/
• Corporate relations  
  http://www.cam.ac.uk/for-business
• International strategy  
  http://www.international-strategy.admin.cam.ac.uk/
• An extensive range of annual reports are published in the **Reporter**
How we make decisions

- Governance
  http://www.admin.cam.ac.uk/reporter/
  https://www.governance.cam.ac.uk/Pages/default.aspx
- Committees
  http://www.admin.cam.ac.uk/committee/
- Appointment procedures
  http://www.jobs.cam.ac.uk/

Our policies and procedures

Academic
- Academic standards
  http://www.educationalpolicy.admin.cam.ac.uk/quality-assurance
- Current students
  http://www.cam.ac.uk/study-at-cambridge/learning-and-teaching
  http://www.student-registry.admin.cam.ac.uk/
- Graduate admissions
  http://www.graduate.study.cam.ac.uk/
- Plagiarism
  http://www.admin.cam.ac.uk/univ/plagiarism/
- Undergraduate admissions
  http://www.undergraduate.study.cam.ac.uk/

Compliance
- Bribery
- Data Protection
  http://www.information-compliance.admin.cam.ac.uk/data-protection
- Freedom of Information
  http://www.information-compliance.admin.cam.ac.uk/foi
- Legal
  http://www.legal.admin.cam.ac.uk/
- Records management
  http://www.information-compliance.admin.cam.ac.uk/records-management
- Risk management
  http://www.admin.cam.ac.uk/offices/secretariat/risk/
- Information security

Estates and environment
- Environment and Energy
  http://www.environment.admin.cam.ac.uk/
- Estates
  [http://www.em.admin.cam.ac.uk/](http://www.em.admin.cam.ac.uk/)

- Travel
  [http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel](http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel)

**Health and safety**
- Health and safety policies
  [http://www.safety.admin.cam.ac.uk/](http://www.safety.admin.cam.ac.uk/)

**Human Resources**
- A-Z of HR policies and procedures
  [http://www.hr.admin.cam.ac.uk/policies-procedures](http://www.hr.admin.cam.ac.uk/policies-procedures)

- Equality and diversity
  [http://www.equality.admin.cam.ac.uk/](http://www.equality.admin.cam.ac.uk/)

- Promotions procedures for academic staff
  [http://www.hr.admin.cam.ac.uk/policies-procedures/senior-academic-promotions-procedure-and-guidance-2016](http://www.hr.admin.cam.ac.uk/policies-procedures/senior-academic-promotions-procedure-and-guidance-2016)

- Relocation expenses

**IT**
- A-Z for the University Computing Service
  [http://www.uis.cam.ac.uk/az](http://www.uis.cam.ac.uk/az)

- Policies

- University card policies
  [http://www.misd.admin.cam.ac.uk/services-and-support/university-card](http://www.misd.admin.cam.ac.uk/services-and-support/university-card)

**Research**
- Research policies
  [http://www.research-operations.admin.cam.ac.uk/research-contracts/policies-research-contracts](http://www.research-operations.admin.cam.ac.uk/research-contracts/policies-research-contracts)
  [http://www.research-integrity.admin.cam.ac.uk/](http://www.research-integrity.admin.cam.ac.uk/)

- Data management
  [http://www.data.cam.ac.uk/](http://www.data.cam.ac.uk/)

- DSpace Institutional Repository and Open Access (research outputs)
  [https://www.repository.cam.ac.uk/](https://www.repository.cam.ac.uk/)
  [https://www.openaccess.cam.ac.uk/](https://www.openaccess.cam.ac.uk/)

**Lists and registers**
- CamData (extensive information about individual degree courses)
  [http://www.admin.cam.ac.uk/univ/camdata/](http://www.admin.cam.ac.uk/univ/camdata/)

- Vice-Chancellors
  [http://www.v-c.admin.cam.ac.uk/role-vice-chancellor/history-vice-chancellorship](http://www.v-c.admin.cam.ac.uk/role-vice-chancellor/history-vice-chancellorship)
• Honorary Degrees
• Special Collections in the University Library
  http://www.lib.cam.ac.uk/deptserv/manuscripts/collections.html

The services we offer

Community
• Conferences
  https://www.conferencecambridge.com/
• Volunteering
  http://www.cam.ac.uk/public-engagement
• What’s On
  http://www.admin.cam.ac.uk/whatson/
• Work experience
  http://www.hr.admin.cam.ac.uk/hr-services/tes/work-experience

Educational, cultural and recreational
• Botanic Garden
  http://www.botanic.cam.ac.uk/Botanic/Home.aspx
• Cambridge Science Festival
  http://www.sciencefestival.cam.ac.uk/
• Executive and professional education
  http://www.epe.admin.cam.ac.uk/
• Festival of Ideas
  http://www.festivalofideas.cam.ac.uk/
• Libraries
  http://www.lib.cam.ac.uk/camlibraries/index.php
• Lifelong learning (Institute of Continuing Education)
  http://www.ice.cam.ac.uk/
• Museums and collections
  http://www.museums.cam.ac.uk/
• Sport
  http://www.sport.cam.ac.uk/

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