

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to be exempt under one of the exemptions in Part II of the Freedom of Information Act 2000; (iii) where it is archived, out-of-date, or otherwise inaccessible; or (iv) where the University considers that it would be impractical or resource-intensive to prepare the material for routine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, Registry'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>
- Mission and values
<http://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/the-universitys-mission-and-core-values>

- 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
<http://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/the-university-as-a-charity>
- 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
<http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations>
<http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-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/pr/allocations/>
<http://www.admin.cam.ac.uk/offices/planning/pr/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/general-board-reviews/learning-and-teaching-reviews-purpose-and-ethos>
<http://www.educationalpolicy.admin.cam.ac.uk/quality-assurance/overview-learning-and-teaching-annual-quality-update-process>
<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.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/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
 - <http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations/q-bribery-and-fraud>
- 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
 - <http://www.admin.cam.ac.uk/reporter/2001-02/weekly/5895/8.html>

Estates and environment

- Environment and Energy
 - <http://www.environment.admin.cam.ac.uk/>

- Estates
<http://www.em.admin.cam.ac.uk/>
<http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures>
- 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/>

Human Resources

- A-Z of HR policies and procedures
<http://www.hr.admin.cam.ac.uk/policies-procedures>
- Equality and diversity
<http://www.educationalpolicy.admin.cam.ac.uk/committees/gbec-equality-and-diversity-standing-committee>
<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>
- Relocation expenses
<http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/relocation/reimbursement-relocation-expenses>

IT

- A-Z for the University Computing Service
<http://www.uis.cam.ac.uk/az>
- Policies
<http://www.uis.cam.ac.uk/governance/uis-policies-and-guidelines>
- University card policies
<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-integrity.admin.cam.ac.uk/>
- Data management
<http://www.data.cam.ac.uk/>
- DSpace 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)
<http://www.admin.cam.ac.uk/univ/camdata/>
- Vice-Chancellors
<http://www.v-c.admin.cam.ac.uk/role-vice-chancellor/history-vice-chancellorship>

- Honorary Degrees
<http://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/processes/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>