



Freedom of Information Act 2000 Publication Scheme

The following publication scheme is for University College in the University of Oxford.

It follows the standard format required by the Information Commissioner's Office (ICO) from January 2009. It sets out what information the College publishes or intends to publish, how the information can be accessed and whether or not a charge will be made for it.

The Information Officer is responsible for maintaining the scheme on behalf of the College.

The purpose of the scheme is to give a clear indication of which College publications are routinely accessible, so that the public can be informed as far as reasonably possible of the purpose and nature of college activities, and to assist in developing a greater culture of openness in general.

Through the scheme, the College endeavours to be as transparent as possible about its activities, while at the same time recognising that there are exemptions within the Act.

All material associated with the definitions in the classes contained in the scheme are available either in hard copy, electronically or via the College website.

It is important to us that this Publication Scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how the scheme might be improved.

Any questions, comments, or complaints about this scheme should be sent in writing to:

Information Officer:
Dr Ian Boutle
University College
High Street
Oxford OX1 4BH

The college reserves the right to make a charge for printed copies of some documents available on the website to cover administrative costs.

Information which falls into the following categories is not published as part of the scheme:

- the College does not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible;
- it would be impractical or resource-intensive to prepare the material for routine release.

1. Who we are and what we do

Organisational information, locations, and contacts, constitutional and legal governance.

Statutes and Bylaws: printed copies available on request

[College Officers](#)

[Academic Staff](#)

[Admissions](#) – offer College places to undergraduates; offer college places to postgraduates who are admitted by the University.

[Teaching](#) – provide undergraduate teaching; provide a college adviser for graduates, and graduate supervision

[Research](#) – employ research staff, provide fellowships for professors and lecturers and support research financially and through facilities

[Student Services](#)

[Chapel](#)

[Development and Alumni](#)

[Conferences, Summer Schools and other related activities](#)

2. What we spend and how we spend it

[Funding](#) – our financial statements can be found on the University website

3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

[College Accounts](#)

[Annual Review](#)

[About the University](#)

[Strategic Plan](#)

[University Administration Services](#)

[Conference of Colleges](#) – planning and consultations, participation in University Committees and consultations

4. How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

[Governing Body Minutes](#)

[Handbook of Information and Regulations](#)

[College Accounts](#)

[Conference of Colleges](#) – intercollegiate policy decisions, committee structure, Standing Orders, Conference of Colleges Appeal Tribunal

[Governance Structure of the University](#) – representation on university committees by members of Conference of Colleges

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

[Handbook of Information and Regulations](#)

[Student Financial Information](#)

[Access Guide](#)

[Fire Safety Policy](#)

[Guidance on Confidentiality in Student Health and Welfare](#)

Health and Safety: printed copies available on request – *responsibilities of the Governing Body*

[Health and Safety](#) – *University Policy Statements*

Risk Management Register: printed copies available on request

[Policy and Procedures on Data Protection](#)

[Equality Policy](#)

[Equality Policy Action Plan](#)

[Code on Harassment](#)

[Drugs Misuse Policy](#)

[Freedom of Speech Policy](#)

Good Practice Guidelines for College Advisers for Postgraduate Students: printed copies available on request

[Code of Practice on Protection of Children and Vulnerable Adults](#)

[Academic Disciplinary Policy](#)

[Policy on Academic Standing and Academic Performance](#)

[Plagiarism and Academic Integrity](#)

[Policy on Intermission](#)

[Non-Academic Disciplinary Policy](#)

[Student Complaints Procedure](#)

Employees' Handbook: printed copies available on request

[Conference of Colleges Appeal Tribunal](#)

[Environmental Sustainability Policy](#)

IT Policy: printed copies available on request

6. Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the College: printed copies available on request

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

Admissions

Activities aimed at widening participation – *university activities, schools liaison, open days*

Handbook of Information and Regulations – *includes information about student services*

Funding – *information on income, expenditure and assets*

Chapel

Sport provision

Information for **visitors** and **Old Members** (alumni)

Latest News

IT and intranet provision

Library

Colleges of the University

Responsibility for the scheme

The Information Officer of the College has overall responsibility for the publication scheme. The person responsible for maintaining and managing the scheme is:

Information Officer:

Dr Ian Boutle
University College
High Street
Oxford OX1 4BH

Other formats

If you would like this scheme, or any of the information it covers, in a more accessible format, please contact the Information Officer to discuss additional ways in which the information may be made available to you.

Copyright

The copyright in this publication scheme and its contents is reserved to University College.

Complaints

If you have any comments about this scheme or are not satisfied that information is being published in accordance with this scheme, you should contact the Information Officer in the first instance (address above). If you are still dissatisfied please write to the Head of House who will arrange for the matter to be reviewed internally:

Sir Ivor Crewe
The Master
University College
High Street
Oxford OX1 4BH

If, after the investigation of your complaint, you are still dissatisfied you may refer your complaint to the Information Commissioner:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Review of the publication scheme

This guide to the information available and the operation of the scheme will be reviewed annually.

University College, Oxford
September 2014