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 November 2014.

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to be exempt under one of the exemptions in Part II of the Freedom of Information Act 2000; (iii) where it is archived, out-of-date, or otherwise inaccessible; or (iv) where the University considers that it would be impractical or resource-intensive to prepare the material for routine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.
- A number of Cambridge Information Leaflets (http://www.admin.cam.ac.uk/offices/communications/services/cambridgeand/index.html) provide information about the University and its workings.
- 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

- 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
  http://www.admin.cam.ac.uk/committee/council/

- 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.cam.ac.uk/current-students
  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.admin.cam.ac.uk/offices/finance/accounts/

What we spend and how we spend it

- Financial management
  http://www.admin.cam.ac.uk/offices/finance/

- Financial Regulations and Procedures
  http://www.admin.cam.ac.uk/offices/finance/regulations/
  http://www.admin.cam.ac.uk/offices/finance/procedures/

- Annual Financial Statements and other financial publications
  http://www.admin.cam.ac.uk/offices/finance/accounts/

- Capital programme
  http://www.admin.cam.ac.uk/offices/em/estate/
  http://www.admin.cam.ac.uk/offices/planning/capitalfunding/index.html
  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/secretariat/vfm/
• Salary scales  
  http://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales
• Student fees and funding  
  http://www.admin.cam.ac.uk/students/studentregistry/fees/
• Development and philanthropy  
  http://www.campaign.cam.ac.uk/

What our priorities are and how we are doing

• Annual Reports  
  http://www.admin.cam.ac.uk/offices/finance/accounts/
• Learning and Teaching Strategy  
  http://www.admin.cam.ac.uk/offices/education/strategy/index.html
• Teaching quality assurance  
  http://www.admin.cam.ac.uk/offices/education/reviews/index.html 
  http://www.admin.cam.ac.uk/offices/education/statements/index.html 
  http://www.admin.cam.ac.uk/offices/education/local/index.html
• Undergraduate applications statistics  
  http://www.study.cam.ac.uk/undergraduate/apply/statistics/
• Student numbers and examination statistics  
  http://www.admin.cam.ac.uk/offices/planning/sso/
• Environmental sustainability  
  http://www.admin.cam.ac.uk/offices/em/sustainability/
• Internal audits  
  http://www.admin.cam.ac.uk/offices/finance/audit/
• Safety audits  
  http://www.admin.cam.ac.uk/offices/safety/audits/
• Equality duties  
  http://www.equality.admin.cam.ac.uk/
• Corporate relations  
  http://www.cam.ac.uk/for-business 
  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/
• 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.admin.cam.ac.uk/offices/education/policy/index.html
  - Current students
    http://www.cam.ac.uk/study-at-cambridge/learning-and-teaching
    http://www.admin.cam.ac.uk/students/studentregistry/current/index.shtml
  - Graduate admissions
    http://www.graduate.study.cam.ac.uk/
  - Plagiarism
    http://www.admin.cam.ac.uk/univ/plagiarism/
  - Undergraduate admissions
    http://www.study.cam.ac.uk/undergraduate/

- Compliance
  - Bribery
    http://www.admin.cam.ac.uk/offices/finance/regulations/finregs/fraud.html
  - Data Protection
    http://www.admin.cam.ac.uk/univ/information/dpa/
  - Freedom of Information
    http://www.admin.cam.ac.uk/univ/information/foi/
  - Legal
    http://www.legal.admin.cam.ac.uk/
  - Records management
    http://www.admin.cam.ac.uk/univ/information/records-management.html
  - 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.admin.cam.ac.uk/offices/em/
    http://www.admin.cam.ac.uk/offices/finance/procedures/buildingsregulations.html
  - 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/
  - Security, fire and safety
    http://www.admin.cam.ac.uk/offices/em/safety/
• Human Resources
  • A-Z of HR policies and procedures
    http://www.admin.cam.ac.uk/offices/hr/policy/
  • Equality and diversity
    http://www.admin.cam.ac.uk/offices/education/support/equality.html
    http://www.equality.admin.cam.ac.uk/
  • Promotions procedures for academic staff
    http://www.admin.cam.ac.uk/offices/hr/promotion/
  • Relocation expenses
    http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/reimbursement-relocation-expenses

• IT
  • A-Z for the University Computing Service
    http://www.ucs.cam.ac.uk/az
  • Privacy policies
    http://www.ucs.cam.ac.uk/privacy
  • University card policies
    http://www.misd.admin.cam.ac.uk/services-and-support/university-card

• Research
  • A-Z of research policies
    http://www.admin.cam.ac.uk/offices/research/Research/default.aspx
  • Data management
    http://www.lib.cam.ac.uk/dataman/
  • 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.admin.cam.ac.uk/offices/v-c/role/previous-vcs.html
• 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.cam.ac.uk/sciencefestival/
  • 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/libraries/index.php/
  • Lifelong learning (Institute of Continuing Education)  
    http://www.ice.cam.ac.uk/
  • Museums and collections  
    http://www.cam.ac.uk/museums-and-collections
  • Sport  
    http://www.sport.cam.ac.uk/index.html

• Staff, students and alumni
  • Accommodation  
    http://www.accommodation.cam.ac.uk/
  • Alumni relations  
    http://my.alumni.cam.ac.uk/s/1321/index.aspx
  • Careers  
    http://www.careers.cam.ac.uk/
  • Childcare  
    http://www.admin.cam.ac.uk/univ/childcare/
  • 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