

University of Cambridge

Freedom of Information Act

Publication Scheme

Introduction

The University of Cambridge has revised its publication scheme in line with the guidance provided by the Information Commissioner's Office (ICO) in May 2008.

Format

The new scheme contains information grouped into the following seven categories, as recommended by the Information Commissioner:

- Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance
- What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- What our priorities are and how we are doing
Strategies and plans, performance indicators, audits, inspections and reviews
- How we make decisions
Decision-making processes and records of decisions
- Our policies and procedures
Current written protocols for delivering our services and responsibilities
- Lists and registers
Information contained in currently maintained lists and registers
- The services we offer
Information about the services we offer, including leaflets, guidance and newsletters

Most of the information is available from the University website www.cam.ac.uk. A few documents, notably the University's *Statutes and Ordinances*, the *Reporter*, and the Pocket Diary, are also published in hard copy and can be purchased at cost price from the Cambridge University Press Bookshop, 1 Trinity Street, Cambridge CB2 1SZ, tel. +44 1223 333333, fax +44 1223 332954, email bookshop@cambridge.org. Hardcopies of other publications are available as indicated on the website.

Requests for information

Information held by the University which is not published under the scheme can be requested in writing from the Freedom of Information Officer, University of Cambridge, Secretariat, The Old Schools, Cambridge CB2 1TN or by e-mail from foi@admin.cam.ac.uk. Such requests will be considered in accordance with the provisions of the Freedom of Information Act.

Charges

Much of the information 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.

Complaints procedure

The University has a review procedure for dealing with complaints. People who are unhappy with the service provided in relation to their request and wish to make a complaint, or ask for a review of the decision, should write to the Administrative Secretary, University of Cambridge, The Old Schools, Cambridge CB2 1TN. If the outcome of the first stage of the complaints procedures is felt unsatisfactory, application may be made directly to the Information Commissioner for a decision (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF).

Responsibility for the scheme

The publication scheme is regularly updated and the University welcomes feedback about both the information provided and the access to it. Comments should be directed to the Freedom of Information Officer, University of Cambridge, The Old Schools, Cambridge CB2 1TN.

Copyright

The copyright in this publication scheme and its contents is reserved to the University of Cambridge.

Guide to information

General information in print

- The [Statutes and Ordinances](#) contain the regulations which govern the management of University business
- The [Reporter](#) is the authorised journal of record of the University of Cambridge
- Admissions prospectuses for undergraduates and graduates
- University Annual Report
- Newsletter published by the Office of External Affairs and Communications
- CAM is the 'Cambridge Alumni Magazine'

Colleges

Colleges are independent institutions and publish their own publication schemes. Freedom of information requests must be directed to the College concerned; a list of Colleges can be found under [College index](#) in the University's website.

Information grouped according to the Information Commissioner's Office scheme:

1. Who we are and what we do

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

Much of the information in this category can be found on the following University websites:

- [University and Colleges](#)
- [Statutes and Ordinances](#)
- [How the University works](#)
- [University Offices](#)
- [Mission Statement](#)
- [Council](#)
- [Schools, Faculties, Departments: about the Schools, Faculties and Departments](#)
- [University of Cambridge official map](#)
- [Information for current staff and students](#)
- [Facts and figures January 2009](#)

Copies of the Cambridge Pocket Diary detailing dates of meetings, term dates and other information can be requested from the Cambridge University Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ (tel. +44 1223 333333, fax +44 1223 332954, email bookshop@cambridge.org). Charge as priced

Cambridge Assessment and Cambridge University Press are departments of the University and so are covered by the University's scheme subject to further information contained in their respective publication schemes.

Cambridge Assessment

Further information about Cambridge Assessment is available at: www.cambridgeassessment.org.uk

Cambridge University Press

Further information about Cambridge University Press is available at: www.cambridge.org

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Much of the information in this category can be found on the following University websites:

- [Finance Division](#)
- [Financial Regulations](#)
- [Statute F: Finance and Property](#)
- [Ordinance 13: Finance and Property](#)
- [Reports and Financial Statements for the year ending July 2009](#)
- [Statement of Principal Accounting Policies](#)
- [Investment Board](#)
- [Financial Planning and Analysis](#)

- [Central Purchasing Office](#)
- [Planning and Resource Allocation](#)
- [Allocations and Budgets](#)
- [Resource Allocation Model](#)
- [Value for Money](#)
- [Salary scales](#)
- [Financial support for students](#)

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Much of the information in this category can be found on the following University websites:

- [Annual report of the Council 2008-09](#)
- [Annual report of the General Board to the Council 2008-09](#)
- [Auditors' report to the Council December 2008](#)
- [General Board reviews of teaching institutions](#)
- [Education Section: annual quality update](#)
- [Annual Corporate Planning Statements](#)
- [HEFCE Assurance Review 30 June 2008](#)
- [Environmental audits](#)
- [Safety audits](#)
- [Education: Local quality assurance](#)
- [Ofsted Report on Initial Teacher Education \(2009 Institute of Continuing Education\)](#)

4. How we make decisions

Decision-making processes and records of decisions

Much of the information in this category can be found on the following University websites:

- [Cambridge University Reporter](#)
- [How the University works](#)
- [University Committees](#)
- [Annual Reports 2008](#)

5. Our policies and procedures

Current written protocols for delivering our services and responsibilities

Much of the information in this category can be found on the following University websites:

Conduct of University business

- [Statutes and Ordinances 2008](#)

Compliance

- [Copyright](#)
- [Data Protection Act 1998](#)
- [Freedom of Information](#)
- [Risk Management](#)

- **Academic practice, teaching and examining**
- [Learning and teaching at the University of Cambridge](#)
- [Education Section: Quality assurance](#)
- [Education Section: guidelines on collaborative provision](#)
- [Education Section: guidelines for placement learning](#)
- [Role and appointment of examiners](#)
- [Examination entry procedures for undergraduates](#)
- [Learning and Teaching Strategy, 2006-2009](#)
- [Graduate admissions procedures](#)
- [Undergraduate admissions policy](#)
- [Plagiarism](#)
- [Lifelong learning – Institute of Continuing Education](#)
- [Executive education and training](#)

Finance

- [Financial Procedures](#)
- [Full Economic Costing](#)

HR policies and guidelines

- [Adoption leave policy and procedure](#)
- [Appraisal: staff review and development](#)
- [CareerStart@Cam \(support for employees in assistant staff roles\)](#)
- [Career management scheme for contract research staff](#)
- [Child and vulnerable adult protection](#)
- [Disciplinary action, grievances and appeals](#)
- [Dignity@Work \(bullying and harassment policies\)](#)
- [Disability in the workplace](#)
- [Dishonesty in the workplace](#)
- [Equal Opportunities policy and codes of practice](#)
- [Establishing and working with embedded companies](#)
- [Flexible working](#)
- [Gender equality scheme](#)
- [Gender reassignment and transgender information](#)
- [Leave policies \(overview\)](#)
- [Workplace nurseries salary sacrifice scheme](#)
- [Mentoring](#)
- [Mentoring for newly appointed staff](#)
- [Promotions for senior academic staff \(procedure and guidance 2009\)](#)
- [Race equality policy and action plan](#)
- [Recruitment and retention](#)
- [Regrading of posts](#)
- [Relocation expenses scheme](#)
- [Retirement policy](#)
- [Smokefree policy](#)
- [‘Whistle-blowing’ policy](#)

Research policies and guidelines

- [Copyright compliance](#)

- [Ethics in research](#)
- [Intellectual Property Rights](#)
- [Misconduct in research](#)
- [Research passports](#)
- [Research practice guidelines](#)

IT

- [Management Information Services Division \(MISD\) Strategy](#)
- [Privacy policies for services provided by the Computing Service](#)
- [University card policies](#)

Health and safety

- [Health guidelines](#)
- [Health and Safety Office: information](#)
- [Health and Safety Office: policies and guidelines](#)
- [Avian and Swine Influenza and Pandemic Flu Guidelines](#)
- [Anaphylaxis guidelines](#)
- [Fire safety](#)

Environment

- [Environmental management](#)
- [Policy of environmental issues](#)
- [Cambridge climate change charter](#)

Other

- [Procedure for handling claims for the transfer of stewardship of human remains](#)

6. Lists and registers

Information contained in currently maintained lists and registers

Much of the information in this category can be found on the following University websites:

- [Chancellors of the University of Cambridge](#)
- [Vice-Chancellors of the University of Cambridge](#)
- [Room capacity record](#)
- [Degree Ceremonies: Honorary Degrees](#)
- [Collections in the University Library](#)

7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

Much of the information in this category can be found on the following University websites:

Working and living in Cambridge (staff and students)

- [Welfare and support services at the University](#)

- [Accommodation service](#)
- [University travel plan](#)
- [Childcare office](#)
- [Religious support](#)
- [Recycling points in the University](#)
- [‘What’s On’ and newsletters](#)
- [Staff discounts](#)
- [University Dental Service](#)

Community-related facilities and services open to external customers

- [Cambridge and the local community](#)
- [Cambridge Affairs Office](#)
- [Cambridge Science Festival](#)
- [Cambridge Student Community Action \(CSCA\)](#)
- [Volunteering](#)
- [Work experience](#)
- [Conference venues](#)
- [Development Office](#)
- [Announcements, advertisements and newsgroups](#)

Educational and cultural facilities and events

- [Careers Service](#)
- [Centre for Personal and Professional Development](#)
- [Study opportunities](#)
- [Lifelong learning – Institute of Continuing Education](#)
- [Executive education and training](#)
- [Fitzwilliam Museum](#)
- [Kettle’s Yard](#)
- [Museum of Archaeology and Anthropology](#)
- [Museum of Zoology](#)
- [Museum of Classical Archaeology](#)
- [Whipple Museum of the History of Science](#)
- [Sedgwick Museum of Earth Sciences](#)
- [Museum of the Scott Polar Research Institute](#)
- [Cambridge University Library](#)
- [Botanic Garden](#)

Sports and recreational facilities

- [University Sport Clubs](#)
- [University of Cambridge – What’s On](#)