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

This Guide was last updated in **November 2021**.

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to be exempt under one of the exemptions in Part II of the Freedom of Information Act 2000; (iii) where it is archived, out-of-date, or otherwise inaccessible; or (iv) where the University considers that it would be impractical or resource-intensive to prepare the material for routine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 (https://www.cam.ac.uk). A few documents, notably the *Cambridge Pocket Diary*, are also published annually in hard copy and can be purchased at cost price from the Cambridge University Press Bookshop (https://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 reviewed and 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 (https://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 by email to foi@admin.cam.ac.uk, or by post to Freedom of Information Officer, Governance and Compliance Division, University of Cambridge, The Old Schools, Trinity Lane, Cambridge, CB2 1TN. 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 (https://www.cam.ac.uk/university-a-z).
- The *Statutes and Ordinances* (https://www.admin.cam.ac.uk/univ/so/), published annually, contains the main regulations which govern the management of University business.
- The *Reporter* (https://www.reporter.admin.cam.ac.uk/) 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. It also contains most of the statutory disclosures that are required of the University.
- 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
    https://www.cam.ac.uk/about-the-university
- Mission and values
    https://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/the-universitys-mission-and-core-values
- Schools, Faculties and Departments
    https://www.cam.ac.uk/colleges-and-departments/department-a-z
- Administrative Offices
    https://www.staff.admin.cam.ac.uk/
    https://www.admin.cam.ac.uk/offices/

- The Council
  https://www.governance.cam.ac.uk/committees/council/Pages/default.aspx
- Charitable status
  https://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/the-university-as-a-charity
- Map
  https://map.cam.ac.uk/
- Contacts
  https://www.cam.ac.uk/contact-the-university
- Information for staff and students
  https://www.staff.admin.cam.ac.uk/
  https://www.cambridgestudents.cam.ac.uk/
  https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-and-students-union
- Headline facts and figures
  https://www.information-hub.admin.cam.ac.uk/
  https://www.inclusivecambridge.admin.cam.ac.uk/gender-equality-reporting
- Trading operations and subsidiary companies
  - Cambridge University Press & Assessment formally is a Department of the University
    https://www.cambridge.org/
    https://www.cambridge.org/legal/freedom-of-information
  - Full details of the University's various other subsidiary and associated undertakings may be found in the annual Financial Statements
    https://www.finance.admin.cam.ac.uk/about/annual-accounts

What we spend and how we spend it

- Financial management
  https://www.finance.admin.cam.ac.uk/
- Financial Regulations and Procedures
  https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations
  https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures
- Annual Financial Statements and other financial publications
  https://www.finance.admin.cam.ac.uk/about/annual-accounts
- Capital programme
  https://www.em.admin.cam.ac.uk/what-we-do/development-estate
  https://www.afpa.admin.cam.ac.uk/capital-planning
  https://eddington-cambridge.co.uk/
- Investments
  https://www.investment.admin.cam.ac.uk/
  https://www.cambridgeinvestmentmanagement.co.uk/
- Procurement and suppliers
  https://www.procurement.admin.cam.ac.uk/
- Allocations, budgets and value for money
  https://www.afpa.admin.cam.ac.uk/resource-allocation
  https://www.afpa.admin.cam.ac.uk/planning-round
- Research funding
  https://www.research-strategy.admin.cam.ac.uk/research-funding

- Salary scales, staff expenses and trade union facility time reports
  https://www.hr.admin.cam.ac.uk/pay-benefits/salary-scales
  https://www.finance.admin.cam.ac.uk/expenses
  https://www.hr.admin.cam.ac.uk/hr-staff/trade-unions/facility-time-report
- Student fees and funding
  https://www.undergraduate.study.cam.ac.uk/fees-and-finance
  https://www.postgraduate.study.cam.ac.uk/funding
- Development and philanthropy
  https://www.philanthropy.cam.ac.uk/

What our priorities are and how we are doing

- Annual Reports
  https://www.finance.admin.cam.ac.uk/about/annual-accounts
- Learning and Teaching Strategy
  https://www.educationalpolicy.admin.cam.ac.uk/quality-assurance/local-quality-assurance/strategic-planning-learning-and-teaching
- Teaching quality assurance
  https://www.educationalpolicy.admin.cam.ac.uk/quality-assurance
- Student application statistics
  https://www.undergraduate.study.cam.ac.uk/apply/statistics
  https://www.postgraduate.study.cam.ac.uk/admissions-statistics
- Student numbers and examination statistics
  https://www.information-hub.admin.cam.ac.uk/
  https://www.afpa.admin.cam.ac.uk/data-analysis-planning
- Environmental sustainability
  https://www.environment.admin.cam.ac.uk/
- Internal audits
  https://www.governanceandcompliance.admin.cam.ac.uk/audit-regulatory-compliance/audit
- Safety audits
  https://www.safety.admin.cam.ac.uk/audits
- Equality duties
  https://www.equality.admin.cam.ac.uk/
  https://www.equality.admin.cam.ac.uk/equality-impact-assessments
- Corporate relations
  https://www.cam.ac.uk/business-and-enterprise
- International strategy
  https://www.strategic-partnerships.admin.cam.ac.uk/
- An extensive range of annual reports are published in the *Reporter*

How we make decisions

- Governance and committees
  https://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/governance
  https://www.reporter.admin.cam.ac.uk/
  https://www.governance.cam.ac.uk/Pages/default.aspx
  https://www.admin.cam.ac.uk/committee/

- Appointment procedures
  - https://www.jobs.cam.ac.uk/
  - https://www.hr.admin.cam.ac.uk/recruitment-guidance

Our policies and procedures

Academic
- Academic standards
  - https://www.educationalpolicy.admin.cam.ac.uk/quality-assurance
- Complaints
  - https://www.studentcomplaints.admin.cam.ac.uk/
- Current students
  - https://www.student-registry.admin.cam.ac.uk/
- Plagiarism
  - https://www.plagiarism.admin.cam.ac.uk/
- Postgraduate admissions
  - https://www.postgraduate.study.cam.ac.uk/
- Undergraduate admissions
  - https://www.undergraduate.study.cam.ac.uk/

Compliance
- Bribery
  - https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations/g-bribery-and-fraud
- Data Protection
  - https://www.information-compliance.admin.cam.ac.uk/data-protection
- Freedom of Information
  - https://www.information-compliance.admin.cam.ac.uk/foi
- Freedom of speech
  - https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-free-speech-principles
- Governing body code of conduct
  - https://www.governance.cam.ac.uk/committees/council/council-handbook/Pages/Code-of-Practice-for-Council-members.aspx
- Information security
  - https://help.uis.cam.ac.uk/service/security
- Legal
  - https://www.legal.admin.cam.ac.uk/
- Modern slavery
  - https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/anti-slavery-and-anti-trafficking
- Prevent duty
  - https://prevent.admin.cam.ac.uk/
- Records management
  - https://www.information-compliance.admin.cam.ac.uk/records-management
- Risk management
  - https://www.governanceandcompliance.admin.cam.ac.uk/audit-regulatory-compliance/risk-management

Estates and environment
- Environment and sustainability
  https://www.environment.admin.cam.ac.uk/
- Estates
  https://www.em.admin.cam.ac.uk/
  https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures
- Security and CCTV
  https://www.em.admin.cam.ac.uk/operating-estate/security
- Travel
  https://www.environment.admin.cam.ac.uk/travel

Health and safety
- Health and safety policies
  https://www.safety.admin.cam.ac.uk/

Human Resources
- A-Z of HR policies and procedures
  https://www.hr.admin.cam.ac.uk/policies-procedures
- Equality and diversity
  https://www.equality.admin.cam.ac.uk/
- Grievances and whistleblowing
  https://www.hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide/terms-employment/grievances
  https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-policy-public-disclosure-university-employees
- Promotions and employee reward procedures
  https://www.hr.admin.cam.ac.uk/pay-benefits/reward-schemes
- Relocation expenses
  https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/relocation/reimbursement-relocation-expenses

IT
- A-Z for University Information Services
  https://help.uis.cam.ac.uk/a-z
- Policies
  https://help.uis.cam.ac.uk/policies/governance-and-policy-documents
- University card policies
  https://help.uis.cam.ac.uk/service/security/university-card

Research
- Research policies
  https://www.research-operations.admin.cam.ac.uk/research-contracts/policies-research-contracts
  https://www.research-integrity.admin.cam.ac.uk/
- Data management
  https://www.data.cam.ac.uk/
- 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)
  https://www.camdata.admin.cam.ac.uk/
- Conflicts of interest
  https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-wide-conflict-interest-policy
- Honorary Degrees
  https://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work/processes/honorary-degrees
- Information Asset Register
  https://iar.admin.cam.ac.uk/
- Special Collections in the University Library
  https://www.lib.cam.ac.uk/collections/special-collections
- Vice-Chancellors
  https://www.v-c.admin.cam.ac.uk/role-vice-chancellor/history-vice-chancellorship

The services we offer

Community
- Conferences
  https://www.meet-cambridge.com/
- Volunteering
  https://www.cam.ac.uk/public-engagement
- What's On
  https://www.admin.cam.ac.uk/whatson/
- Work experience
  https://www.hr.admin.cam.ac.uk/hr-services/tes/work-experience

Educational, cultural and recreational
- Botanic Garden
  https://www.botanic.cam.ac.uk/
- Cambridge Festival
  https://www.festival.cam.ac.uk/
- Executive and professional education
  https://www.epe.admin.cam.ac.uk/
- Libraries
  https://www.libraries.cam.ac.uk/
- Lifelong learning (Institute of Continuing Education)
  https://www.ice.cam.ac.uk/
- Museums and collections
  https://www.museums.cam.ac.uk/
- Sport
  https://www.sport.cam.ac.uk/

Staff, students and alumni
- Accommodation
  https://www.accommodation.cam.ac.uk/

- Alumni relations
  https://www.alumni.cam.ac.uk/
- Careers
  https://www.careers.cam.ac.uk/
- Childcare
  https://www.childcare.admin.cam.ac.uk/
- Counselling
  https://www.counselling.cam.ac.uk/
  https://staff.counselling.cam.ac.uk/
- Disability Resource Centre
  https://www.disability.admin.cam.ac.uk/
- Occupational Health
  https://www.oh.admin.cam.ac.uk/
- Staff support services
  https://www.hr.admin.cam.ac.uk/hr-staff/information-staff