

University of the Arts London – Model Publication Scheme

The University of the Arts London has adopted the model publication scheme approved by the Information Commissioner. The information covered is included in the seven classes of information mentioned below, where this information is held by the University.

The University is committed to making information publicly available, except where an exemption applies under the relevant legislation* or its release is prohibited under another statute, the information is not held, out of date or otherwise inaccessible. The model publication scheme sets out the kinds of information that the University makes routinely available.

**Freedom of Information Act 2000*

**Environmental Information Regulations 2004*

For further information and guidance please refer to:

ICO Model Publication Scheme www.ico.gov.uk

ICO Definition document for Universities www.ico.gov.uk

There are seven classes of information held by the University under the model publication scheme, as follows;

1. Who we are and what we do

The kinds of information may include;

- Legal and corporate status
- Organisational structure
- Key personal and responsibilities
- Membership of boards and committees
- Statutory bodies and partnerships
- Location and contact details

2. What we spend and how we spend it

The kinds of information may include;

- Funding and grants
- Tuition fees
- Rents and investment
- Annual Statement of Accounts
- Financial audit reports
- Capital expenditure
- Financial regulations and procedures
- Register of suppliers
- Contracts
- Research funding

3. What are our priorities and how we are doing

The kinds of information may include;

- Annual reports
- Corporate and business plans
- Teaching and learning strategy
- Academic quality and standards
- External review
- Corporate relations
- Regulatory reports

4. How we make decisions

The kinds of Information may include;
Minutes of meetings of boards and committees
Appointment committees and procedures
Consultations

5. Our policies and procedures

The kinds of Information may include;
Policies and procedures for university business
For academic services
For student services
For human resources
For recruitment
For equality and diversity
For health and safety
For research
Records management
Personal data policies
Statutory charging regimes

6. Lists and Registers

The kinds of information may include;
Asset registers
Register of interests
Publicly available registers

7. The Services we offer

The kinds of Information may include;
Prospectuses
Special Collections
Welfare and counselling
Health and medical
Careers
Chaplaincy
Facilities

The University holds information under the publication scheme online on its website www.arts.ac.uk Information that is held in hard copy only can be obtained from the relevant department either by contact details online, or by telephone 020 7514 6000 switchboard, or by contacting the University Secretary and Registrar's Office (contact details as below).

In circumstances where the information can only be viewed in person, contact details will be provided and arrangements made within a reasonable timescale (contact details as below).

Information will be provided in the language in which it is held. Where the University is legally required to translate any information it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other formats will be adhered to when providing information under the publication scheme.

Copyright

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If you require further information or have any queries about the model publication scheme please contact;

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