

Freedom of Information (Scotland) Act 2002

Model Publication Scheme for Higher Education Institutions

1. Introduction

This document is the model publication scheme (MPS) for Scottish Higher Education Institutions (HEIs) which has been developed by Universities Scotland. This MPS was approved by the Scottish Information Commissioner ('the Commissioner') on DATE.

2. The Legal Background

The Freedom of Information (Scotland) Act 2002 ('the Act') requires Scottish Public Authorities (SPAs) to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme (S 23). The scheme must specify: (a) the classes of information which the authority publishes or intends to publish, (b) the manner in which information of each class is, or is intended to be, published; and (c) whether the published information is, or is intended to be, available to the public free of charge or on payment. The Act also allows the Commissioner to prepare or approve model publication schemes for classes of SPAs (S 24). Where an Authority adopts an approved MPS without modification, no further approval of the Commissioner is required so long as that model scheme remains approved; but the approval of the Commissioner is required in relation to any modification of the scheme by an authority.

3. The Publication Scheme

This MPS has been compiled by Universities Scotland with regard to the public interest in allowing public access to information relating to the provision of services by HEIs, the cost of providing them, the standards attained, and the reasons for decisions made by them.

The MPS consists of an introductory section, for general information about the HEI and its publication scheme, and the main part of the MPS consisting of 17 main groups, each of which has several classes of information. The groups are in a logical order and no one single group has a higher status than another does. Each **class** has a **class name** and a **class definition**. It is the class to which the legal commitment to publish information is made. The types of information and documents listed in the Examples/Comments column are there only to provide further guidance to the HEI, and are themselves not mandatory, although HEIs adopting this MPS must publish any information not otherwise exempt under the Act which meets the class definition (see 8, below).

Each HEI will have to decide what information it has which is subject to the MPS. HEIs are expected to interpret the classes (and the guidance in the Examples/Comments column) in the light of their own local circumstances. (For example, information should not be excluded because of differences in terminology.) In particular, the level of detail required has to be a matter for local decisions in the light of individual institutional circumstances - it is quite clearly impossible to specify what is appropriate for all institutions in a sectoral MPS.

Where an HEI wishes to add additional classes to the MPS, or introduce new charges for information in the scheme, it must submit an amended version of the scheme to the Commissioner for approval. An HEI may not remove any class without the Commissioner's approval. (Where, exceptionally, a class is not relevant to an individual HEI it should explain clearly in its publication scheme why this is the case.) In deciding whether to add or remove classes to the MPS, HEIs must have regard to the public interest in allowing public access to information relating to the provision of services by the HEI, the cost of providing them, the standards attained, and the reasons for decisions made by them.

The MPS applies only to information recorded or amended after the date the HEI adopts the MPS, unless otherwise stated in relation to a particular class or classes. However HEIs are

encouraged to publish information recorded or amended before the date of adoption where they judge it in the public interest to do so e.g. statistical, factual or analytical information which relates to current policy decisions or services. In this context HEIs are reminded that the Act is fully retrospective and hence that material omitted from the publication scheme because of the date of recording or amendment is nevertheless covered from 1 January 2005 by the individual rights of access in S 1(1).

4. Publicly-Owned Companies

The Act also covers publicly-owned companies (S 6). Any company which is wholly-owned by a Scottish Public Authority is **itself** a public authority for the purposes of the Act. This means *inter alia* that such companies will themselves have to adopt and maintain a publication scheme, and to publish information in accordance with that scheme. This MPS does **not** cover such companies, because of the variety of their functions and purposes, although it does require institutions to publish information about their relationship with such companies. Publicly-owned companies in the HE sector may nevertheless find parts of this MPS a useful starting point for their own publications scheme.

5. Main categories of information in the MPS

The main categories are:

1	GENERAL INFORMATION
2	ACCESS TO INFORMATION
3	GOVERNANCE
4	FINANCIAL RESOURCES
5	CORPORATE PLANNING
6	PROCUREMENT
7	MANAGEMENT OF RESEARCH
8	COMMERCIALISATION AND KNOWLEDGE TRANSFER
9	HUMAN RESOURCES
10	PHYSICAL RESOURCES
11	HEALTH AND SAFETY
12	SUPPORT FOR DISABLED PEOPLE
13	STUDENT ADMINISTRATION AND SUPPORT
14	TEACHING QUALITY
15	INFORMATION SERVICES
16	EXTERNAL AND COMMUNITY RELATIONS
17	GOVERNMENT AND REGULATOR RELATIONS

THE COLUMNS USED IN THIS MODEL PUBLICATION SCHEME ARE SHOWN BELOW

Column	Description
Class Name	Short name of the class of information
Class Definition	What type of information is covered by the class
Examples/Comments	Examples and comments to aid both the institution and the public to understand what type of information is covered by the class.
Manner	The media in which the information is to be provided e.g. on paper or electronically (via the Internet or email).
Fee	Whether there is a charge for any of the information within each class.
Exemptions	Details of any possible exemptions which the institution may claim in respect of this class

6. Manner of Publication

Information will normally be published on the HEI's web site, but the Commissioner has indicated that information which was solely available through a web site would generally not satisfy the Act's requirements and HEIs should therefore make information available in a variety of formats wherever possible. Each HEI should therefore provide contact information for those wishing material in hard copy, or in some other format to meet the accessibility requirements of the Disability Discrimination Act. In cases where material is only available by inspection on the HEI's premises (e.g. because the material is too costly or difficult to produce in hard copy or electronic format, or is subject to conservation requirements) the HEI's scheme should state clearly the access arrangements.

7. Fees

HEIs are free to set their own charges (subject to existing legislation), although the Commissioner has indicated his desire that authorities will provide as much information as possible free of charge.

- In cases where HEIs currently charge for information which is being made available through the publication scheme, and where the cost of providing such information is significant, institutions may continue to charge in line with existing practices. Charges may also be made for new information which falls within one of the classes in the publication scheme, and where the cost of producing it is significant, on a similar basis to existing charges.

- Information in an HEI's publication scheme provided through its web site should be available without charge.

- HEIs may charge for hard copies of material published through their web sites, but such charges should not exceed the reprographics and postage and packaging costs. Institutions should publish their scale of charges for hard copies. Where the amount of material requested in hard copy is small HEIs are encouraged to waive charges.

- charges for material produced in other formats to meet the accessibility requirements under the Disability Discrimination Act should not exceed the charge which the institution would have levied for photocopies (or standard reprographics charges for other media) as set out in the previous subsection.

8. Exemptions

The legal requirement under the Act to publish information applies to ALL recorded information meeting the class definition. Where an institution believes that some information meeting the class definition will be subject to one of the exemptions in the Act, decides that it wishes to make use of that exemption having considered the public interest test, and hence decides not

to include the information in its publication scheme it should specify in the Exemptions column for that particular class what information is being excluded from its publication scheme on that basis. (Personal data and information, which substantially prejudices the commercial operations of an institution, are two examples.) Institutions are reminded that such information will still be subject to the individual S 1 rights of access in the Act, which come into force on 1 January 2005. Any such requests received will have to be considered individually and cannot be refused on the basis that the institution has already decided when designing its publication scheme that this information is likely to be exempt.

Model Publication Scheme for Scottish Higher Education Institutions

0. Introduction

The Commissioner's best practice guidelines on publication schemes recommends that some general information is provided at the beginning of a publication scheme. The material here is based on the Commissioner's guidelines. Most of the material will be specific to the individual HEI but where generic text can be used (e.g. the description of the methodology used by Universities Scotland to produce the MPS) this has been provided. Such material is *italicised*.

1.	Introduction	Explain why the HEI has a publication scheme, making a reference to the duty under S 23 of the Act 2003 and set out the purposes and aims of the scheme and what the HEI hopes to achieve with the scheme. Consider making a clear statement in the preamble to the publication scheme demonstrating a commitment to openness, transparency and the public interest.
2.	About your public authority	Give the full title of the HEI and explain its main functions and responsibilities. Include information which will help people to understand how major decisions are made in the organisation. This will make it clearer to the public what types of information likely to be held by the institution. It may be useful to include an organisation chart either here or in the main part of the publication scheme.
3.	Formulating the scheme	<p>Explain the steps taken to prepare the publication scheme, referring to any public or stakeholder consultations or other steps taken to consider what information held by the institution should be included in the publication scheme. In addition to the Universities Scotland consultations mentioned below, individual HEIs should also include information about any consultations which they undertook. The Commissioner also recommends that information is provided about information audits carried out by the authority.</p> <p><i>This MPS was prepared under the auspices of Universities Scotland's Freedom of Information Working Group. The Working Group made a consultation draft available to all member institutions. It also make the draft available to the trades unions recognised by Universities Scotland member institutions, and to The National Union of Students and the Coalition of Higher Education Students in Scotland. Universities Scotland also consulted with the Scottish Consumers Council.</i></p>

4.	Responsibility for the publication scheme	Insert the name and contact details of the person responsible for the overall running of the scheme and the details of the person with day to day responsibility for running the scheme. Contact details should include email address and postal address.
5.	Exemptions	Insert a general statement about how the institution will treat information which it believes to be exempt under the Act. (In cases where an institution believes that particular information within a particular class in the publication scheme is nonetheless exempt it should say so in the Exemptions column for the relevant class.) For example "information may be withheld from any of the classes of information listed below where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also withhold information which may seriously prejudice the commercial interests or confidentiality of any person or organization, including statistical information in cases where small numbers may allow the identification of individuals. We may also withhold information which is personal information under the Data Protection Act 1998."
6.	Archiving policy	Provide general information about the HEI's archiving policy.
7.	Copyright	<p>Explain what people accessing information under your publication scheme can and cannot do with material which is copyrighted. For example institutions may wish to say that: "Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged."</p> <p>Where the publication scheme includes any information where the copyright holder is a third party (such as the Crown), include a statement about the future use of such information. For example recommending that the consent of the third party is sought before the information obtained under the publication scheme is copied etc.</p>
8.	Accessing information under the publication scheme	Explain how people can access information under the scheme in various formats e.g. online and hard copy. Explain how information may be requested by telephone, post and e-mail, and the HEI's arrangements for personal visits where information is available by inspection on-site. Say what information is needed by the HEI to provide information e.g. name and address, telephone number or e-mail address. Explain how the HEI helps individuals who have difficulty in identifying the information they request or formulating their request by providing contact information for where help is available. Tell people how they can request information in different formats under the Disability Discrimination Act. Institutions are reminded of their duty to provide assistance to those requesting information.

		Tell people how quickly the institution expects to provide information in hard copy or other format.
9.	Charging policy	General information about charges for any information supplied in hard copy format should be provided here. If the HEI has specific charges for particular pieces of information they should be mentioned here, but with the specific charges listed in the Fees column for the individual information class. Explain how payment may be made, where applicable.
10.	Complaints	Give information about how complaints about the publication scheme are dealt with, both before and after 1 January 2005.
11.	Feedback	Public authorities are required to review the working of their publication schemes, including authorities adopting an MPS. The Commissioner recommends that authorities should have procedures to allow people to comment on their publication scheme, including whether they found the information easy to locate and whether there is any additional information which they would like made available through the publication scheme. HEIs should provide details of any such mechanisms.

More information is available in the Commissioner's Guide to Publication Schemes, available from his web site at <http://www.itspubliknowledge.info/>

1. General Information

Introduction

This section covers general information about how to make contact with the institution. It includes information about how to complain about the institution, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Name and address	The name of the institution, and the address of its principal office				
Principal officers	Names of the principal officers of the institution	Principal, Vice Principals, Deans, Secretary, Directors of major administrative functions			
Contact information	Information on how to contact the institution	Information on initial point of contact covering areas likely to be of interest to enquirers e.g. admissions			
Location	Information on the institution's principal and other main locations, including campus maps				
Opening hours	Opening hours of the institution's principal office(s)				
Academic year dates	Information on the dates of the institution's academic years	Dates for the current academic year as well as future academic years, as far as known.			
Holidays	Dates of closure of the institution	Many institutions are completely closed between Christmas and New Year			
Complaints	Procedures on how to complain about the institution	Details will very probably vary according to the nature of the complaint/complainant.			
Document serving	Arrangements for serving official documents on the institution				
Freedom of Information contact	Central contact point for Freedom of Information inquiries				

Publication scheme	Name and contact information for the senior official responsible for meeting the institution's publication scheme obligations				
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2. Access to Information

Introduction

This section tells people how to request information from the institution, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers institutional procedures for these pieces of legislation.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Freedom of Information requests	Details of how to request information from the institution	Name, address and contact information of the Institution's main contact point for requests. (Where larger institutions operate decentralised arrangements appropriate information on other major points of contact should be provided.)			
Personal information requests	Details of how to make subject access requests under the Data Protection Act	Name, address and contact information of the Institution's main contact point for requests. (Where larger institutions operate decentralised arrangements appropriate information on other major points of contact should be provided.)			
Freedom of information policies	Institutional Freedom of Information policies and procedures	Include information on requesting reviews or making complaints			
Data Protection policies	Institutional Data Protection policies and procedures	Procedures for dealing with subject access requests			

3. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information which may substantially prejudice the commercial interests of any person, information which may endanger the physical or mental health or the safety of an individual, or information which may substantially prejudice the effective conduct of public affairs.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Legal Framework	Information on how the institution was established and its standing from a legal perspective	Institutional charter Institutional status under the Universities (Scotland) Acts or other piece(s) of primary or secondary legislation			
Governance Structure	The institution's governance structures and operational procedures	Description of Statutory Bodies (e.g. Court, Senate, General Council). Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest.) standing orders or other similar documents describing operational procedures			
Governance precepts	The institution's arrangements for compliance with good governance precepts	Arrangements for compliance with SHEFC's ¹ Code of Practice. (Detailed arrangements may be covered by exemptions.)			

¹ SHEFC - Scottish Higher Education Funding Council (<http://www.shefc.ac.uk/>)

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Conflict of interests	The institution's conflict of interests policies	Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest. Codes of conduct governing conflict of interest issues			
Register of interests	Institutional register of interests	Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the institution's conflict of interest policies.			
Institutional structure	A description of the institution's major organisational units and how these relate to each other	Organisational structure charts Description of broad responsibilities/ activities of major organisational units (including all schools/ academic departments). Information on relevant senior managerial staff in major organisational units. Contact information for major organisational units.			
Major committees	The activities of major committees with devolved decision-making powers	Committee memberships and remits Committee appointments procedures Standing orders, codes of conduct and other papers describing operations of major committees Minutes and papers of meetings of statutory bodies and other major committees			

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Relationship with the General Council	The legal and structural basis of the institution's relationship with its General Council (or similar statutory bodies representing its graduates)	Agreements, protocols, etc governing the institution's relationship with the General Council or similar bodies. Details of General Council's representation on institutional committees etc, and any institutional representation on General Council Union bodies or committees. Funding provided to the General Council. General Councils exist only in those institutions governed by the Universities (Scotland) Acts.			
General Council	Information on the operation and activities of the General Council	Constitution, Code of Practice, List of Officers and any other related documents about the General Council or similar statutory body.			
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	Companies which are wholly-owned by a Scottish Public Authority are themselves covered by the Act. Institutions should provide links to such companies' own publication schemes. (Information on other significant shareholdings is provided in the Investments class in the Financial Resources group.)			
Honorary degrees	Policies, procedures and awards of honorary degrees	List of recent and forthcoming honorary degree awards			

4. Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person, personal information, or information which would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Financial statements	The institution's annual accounts	Typically the financial statements approved by the governing body			
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units				
Budgets overview	Summary of budgetary allocations to major budgetary units	Finalised budgetary allocations.			
Financial regulations	Institution's financial administration manual	Typically this would cover information and purchasing goods and services, and on reclaiming expenses			
Insurance	Summary information on the institution's major insurance policies	Names and addresses of the University's insurers, and broad information on the range of risks covered.			
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SHEFC Financial Memorandum				
Investments	Summary information on institutional endowments and investments				

5. Corporate Planning

Introduction

This section provides information on the institution's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person, personal information, or information which would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Mission	Institution's Mission statement				
Corporate plan	Institution's corporate or Strategic Plan				
Strategies	Major institutional strategy documents	Estate Strategy, Human Resources strategy			
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance				
Planning procedures	Internal procedures for planning and resource allocation				

6. Procurement

Introduction

This section provides information about the institution's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Procurement policies	Institution's overall strategy for procurement of non-pay expenditure and policies for compliance with legal obligations on major procurement exercises	This may be included in the Institution's procurement and purchasing manuals			
Procurement procedures	Institution's procurement and purchasing manuals	Information on thresholds at which particular procurement policies are normally used. Information on standard terms and conditions of supply/service.			
Procurement contacts	Contact information for procurement and purchasing information	Contact information for staff seeking advice on procurement or purchasing. Contact information for potential suppliers e.g. in particular commodity areas.			
Planned procurements	Summary information about the institution's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	Information about potential significant procurement exercises (i.e. those subject to formal EU procurement processes) in the following 12 months, including expected date of appearance of call for competition in EU Journal.			

Tender documentation	EU-prescribed call for competition contract notices, invitations to tender, and pre-qualification questionnaire documentation for significant procurements	Information which the institution is required to publish in the EU Journal. Invitations to tender and pre-qualification questionnaire documentation may be subject to fee or registration procedures.			
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	Goods or services covered by the contract, name of the supplier, period of the contract (including any extension options), approximate value of the contract, expected date for re-tendering for the contract			

7. Management of Research

Introduction

This section covers information relating to the institution's management and funding of its research activities, it does not include the actual results or data of research undertaken. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemption
Research funding	Statistical information on the major sources of the institution's research funding	Amount of SHEFC Main Research Grant and other formulaic/non-formulaic SHEFC grants for research. Statistical information about funding from Research Councils, research charities and other major bodies.			
Research quality	Results of external measurement of the quality of the institution's research	Institutional performance in the Research Assessment Exercise			
Research strategies	Summary information on institutional-level strategic plans for research				
Research management structures	A description of the structures the institution uses to manage its research activity				
Research support arrangements	Institution's procedures for supporting research	Arrangements for supporting and processing research grant applications			

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemption
Research ethics	The institution's research ethics policies and procedures	Institutional policies and codes of practice on good practice in research, ethical conduct and avoidance of research fraud. Information on how the institution investigates allegations of research malpractice.			
Research staff	The institution's policies for supporting and developing fixed-term contract research staff				
Research students	The institution's policies and procedures for supervising and examining research students	Regulations governing research postgraduate study. Information on how students can complain about supervision arrangements. This class may also cover material relating to research components in taught postgraduate programmes.			

8. Commercialisation and Knowledge Transfer

Introduction

This section provides information about the institution's mechanisms for supporting the commercialisation of outputs from its research activities. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Support arrangements	A description of how the institution supports commercialisation of the knowledge generated by its research activities.				
Contact information	How to get information about the institution's commercialisation activities.				
Commercialisation funding	Statistical information on the major sources of the institution's funding for commercialisation and knowledge transfer.	Amount of SHEFC Knowledge Transfer Grant and any other formulaic/non-formulaic SHEFC grants for commercialisation and knowledge transfer. Similar information about other major sources of funding.			
Commercialisation resources	A description of institutional facilities and resources for supporting commercialisation activity.	Incubator facilities, science parks, etc.			
Commercialisation outcomes	Statistical information about the institution's commercialisation of its research activities	Statistical information about patent applications and awards, licenses granted, spinout and start-up company formation. Institutions may wish to provide more detailed information about particularly successful knowledge transfer activities			

Consultancy services	How to get information about the institution's consultancy services.				
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9. Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff that is exempt from disclosure as personal information. The information available covers Personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Staff profile	Statistical information on staff	Information at institutional level by grade, sex			
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment				
Employment terms	Generic terms and conditions of employment	Salary grades and scales. Other Human Resources policies, not covered by any other class.			
Performance management	Policies and procedures relating to performance management	Information on probation and appraisal arrangements			
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Statistical information on outcomes			
Pensions	Policies and guidelines on pension arrangements for staff	Contribution rates (institutional and individual) Benefits and benefit accrual rates. Funding valuations of pension schemes			
Discipline	Disciplinary procedures and policies	Harassment and bullying policy. Other Human Resources policies, not covered by any other class, where disciplinary action may follow if breached.			

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Grievance	Grievance procedures and policies				
Race relations	Race equality policies	Race Equality Policies, as required under the Race Relations Amendment Act of 2000.			
Equal opportunities	Equality and diversity policies, statements, procedures, and guidelines	Policies, statements, procedures, guidelines, and action plans relating to the provision of equal opportunities with respect to age, race/ethnic origin, sex, religion and belief, sexual orientation, and disability.			
Employee relations	Collective bargaining and consultation procedures with recognised Trades Unions and Professional Organisations and agreements reached	Agreements reached under these procedures			
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act				

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Staff development	Policies and procedures relating to the ongoing development of staff	Induction arrangements. Access to internal and external training opportunities			
Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of responsibilities to staff. Arrangements for the provision of data to HESA ² , SHEFC, and other bodies with statutory rights to data. Arrangements for making subject access requests.			
Staff facilities	Description of the facilities and services available to members of staff.	Institutions may wish to cross-reference to similar information about facilities and services available to students or to the local community.			

² HESA - Higher Education Statistics Agency (<http://www.hesa.ac.uk/>)

10. Physical Resources

Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section covers information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests. In some instances information will be exempt from disclosure where it information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Description of estate	Overview of the institution's estate	Location, size, usage, and condition of major buildings. Listed buildings			
Estate development plans	Plans for major changes to the estate	Proposals for significant reconfiguration of the estate in the near future e.g. additions to/disposals of major components of estate			
External funding	Plans for use of major external capital funding	Joint Infrastructure Fund and Science Research Infrastructure Fund allocations			
Buildings under construction	Summary information about buildings under construction				
Tender documentation	Documentation for invitations to tender as required by EU regulations	Information which the institution is required to publish in the EU Journal			
Maintenance	Maintenance arrangements and policies for buildings and grounds	Long-term/programmed maintenance arrangements and schedules. How to request repairs			
Estates indicators	Performance indicators on major estates functions				

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Environmental policies	The institution's environmental policies, practices and overview of their impact	Energy consumption Recycling policies and arrangements Transport policies and arrangements Information which is required to be published under environmental legislation			

11. Health and Safety

Introduction

This section covers information about the institution's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Policies	Policies, procedures and guidelines relating to health and safety				
Annual Reports	Reports to governing body on health and safety issues				
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	How the Institution complies with Health and Safety Executive guidelines and targets.			
Statistics	Summary statistics on accidents and incidents within the institution				
Support structures	Information on the institution's support structures for health and safety	Management structure and duties within health and safety department. Remit and membership of health and safety committee(s)			
Emergencies	The institutions support arrangements for health and safety emergencies	First aid arrangements			
Contact information	Details of how to get information about health and safety issues				

12. Support for Disabled People

Introduction

This section provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services . In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Disability policies	Policies, procedures and guidelines relating to support for disabled people				
Support structures	A description of the institution's support structures for disability issues				
Contacts	Details of how to get information about support for disabled people	Where larger institutions operate decentralised arrangements appropriate information on other major points of contact should be provided.			
Accessibility of buildings and services	The levels of accessibility of each of the institution's main buildings and services.	Institutions should provide broad information about accessibility e.g. including information for people with hearing or vision impairments			
Strategies	The institution's strategies for improving support for disabled people				
Statistics	Summary statistics on support for disability within the institution.	Statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).			

13. Student Administration & Support

Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Course information	Degree programmes offered by the institution	Structure and broad content of each programme, including information about work experience, language skills, and opportunities for overseas study. Qualification gained if successful.	Institutions will normally already publish material in this class in calendars, prospectuses and course handbooks.		

Recruitment and admissions	The institution's admissions procedures and policies	<p>Information on how to: obtain a prospectus; attend an open day; visit the institution; apply for admission.</p> <p>General/course-specific entry requirements, and "going rates".</p> <p>Policies and procedures for dealing with applications, including those covering the assessment of external qualifications, APL and APEL, articulation with FE Colleges and special circumstances.</p> <p>Complaints procedures.</p> <p>The institution's widening participation policies.</p> <p>Statistical information on applications and admissions.</p>			
Fees and charges	Tuition fees and other charges to students	<p>Information on the institution's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), including information on when payment must be made, how payments can be made, and whether instalment options are available.</p> <p>Information about arrangements for determining home/overseas fee status, and on any appeals mechanisms for fee status decisions.</p>			
Scholarships and bursaries	Scholarships and bursaries available to students	<p>Lists of scholarships and bursaries including information on amounts, conditions, and arrangements for applications and decisions.</p>			

Induction	The institution's student induction arrangements	Induction and welcoming arrangements/procedures			
Registration	The institution's arrangements for registering students	Registry policies and procedure documents.			
Examinations	Arrangements for examinations	Examination periods/timetables. Examination procedures, including oral examinations. Examination regulations, including policies and practices on breaches of regulations. Appeals procedures. Arrangements for appointment of Examination Boards and External Examiners, including names of External Examiners.			
Progression	Regulations governing student progression	Regulations governing access to honours courses. Regulations about availability of resit examinations. Regulations and practices governing changes of degree programme.			
Learning support provision	Description and availability of the academic and non-academic learning support provision offered by the institution.	Information on: learning development and support; personal development advice; services for students with special needs			
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings			
Student welfare	A description of the availability and range of the institution's welfare and advice services.	Including information on counselling and other advisory services, and information about any hardship funds available in the institution.			

Chaplaincy services	A description of the institution's chaplaincy services.	Including information about support for staff and students belonging to different denominations and faiths.			
Health services	A description of the medical support services provided by the institution for students.	Including services for staff, where these are provided.			
Careers services	Availability, conditions of use and range of services offered by the institution's careers service	Opening hours and location. Independent reviews of service quality.			
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the institution	Information about entitlement to use facilities, facilities available, charges, etc			
Student records	The institution's policies on the collection, maintenance and use of personal information about students.	Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff. Arrangements for the provision of data to HESA, SHEFC, and other bodies with statutory rights to data. Arrangements for making subject access requests.			
Student discipline	The institution's policies and procedures for disciplinary proceedings against students	Code of student discipline and other policy and procedure documents. Internal and external appeals procedures. Summary statistical information on disciplinary proceedings and appeals.			

Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	Information about availability of accommodation, prices, applications processes, letting arrangements, lease conditions, availability to the public in vacations.			
Graduation arrangements	Information about awards ceremonies	Dates and details of Ceremonies for the current academic year. Attendance and ticketing information, Academic Dress Information, costs Information on Photographs and Video facilities			
Student complaints	Procedures for dealing with student complaints about the institution	Information on how to register a complaint. Procedural information on how complaints will be dealt with. Procedural information on any internal and external appeals mechanisms. Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) institutions should provide information about all of these. Summary statistical information on complaints and outcomes.			
Student facilities	Description of the facilities and services available to students.	Institutions may wish to cross-reference to similar information about facilities and services available to staff or to the local community.			

Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	Agreements, protocols, etc governing the institution's relationship with the Union. Details of Union representation on institutional committees etc, and institutional representation on Union boards or committees. Funding provided to the Union.			
Students Union/ Association ³	Information on the operation and activities of the Students Union/Association	Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association.			

³ Required only in cases where the institution has any legal responsibility or liability for ensuring that Students Unions (and similar Associations and organisations) are properly run.

14. Teaching Quality

Introduction

This section contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided.⁴ In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class name	Class definition	Examples/Comments	Manner	Fee	Exemptions
Programme approval	Programme approval and monitoring arrangements	Programme specifications. Statement of the respective roles, responsibilities and authority of different bodies within the institution involved in programme approval and review. Key outcomes of programme approval, and annual monitoring and review processes. Periodic reports of departmental major programme reviews, and summaries of action taken.			
Assessment	Assessment procedures and summaries of reviews of their effectiveness	Assessment strategies, processes and procedures. Description of the range and nature of student work. Reports of periodic reviews of the appropriateness of assessment methods used.			

⁴ Information which institutions are required to make available by their Funding Council or by a regulatory body is information included in the Government and Regulator Relations Group.

Class name	Class definition	Examples/Comments	Manner	Fee	Exemptions
Student satisfaction	Summary results of any institutional mechanisms for measuring student satisfaction with their HE experience	Student perceptions of: Arrangements for academic and tutorial guidance, support and supervision. Library services and IT support. Suitability of accommodation, equipment and facilities for teaching and learning. Quality of teaching and the range of teaching and learning methods. Assessment arrangements. Quality of pastoral support.			
Institutional internal reviews	Summary of the findings of the institution's own internal reviews of quality and standards	Range of teaching methods used. Availability and use of specialist equipment, other resources and materials to support teaching and learning. Staff access to professional development. Peer observation and mentoring programmes. Use of external benchmarking and other comparators, both home and overseas. Involvement of external peers in the review method, their observations, and the action taken in response.			
Professional accreditation of courses by external bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	GMC accreditation of medical degrees			

Class name	Class definition	Examples/Comments	Manner	Fee	Exemptions
Validation	A description of courses where the institution acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	List of courses, description of validation procedures, and statistical information on student outcomes.			
Assessments of the institution's provision by the QAA	QAA reports.	Individual QAA reports			

15. Information Services

Introduction

This section covers those functions within the institution that provide access to information the student body and both academic and administrative staff. These include libraries, computing services, archive services, and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this section.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Library facilities	Availability and conditions of use of library facilities	Information about who can access systems and services and the facilities that they can access. Opening hours of libraries. General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national/external services.)			

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Library stock	Institution's library reference and lending collection	Individual schools or departments within the institution may have local library collections	By consultation on the institution's premises or borrowing in line with the institution's regulations on library access or membership	Institution's standard charges for access to library facilities	
Computing facilities	Availability and conditions of use of computing facilities	Information about who can access systems and services and the facilities that they can access. Opening hours of microlabs. General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) Computing code of practice. Data protection rules. Use of national/external services. Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here.			
Other information facilities	Availability and conditions of use of facilities				

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Major strategy documents	High-level aims and strategies of information services units	Aims of each department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements.			
Collections	Scope of major collections held by the institution	Guides and catalogues to collections. Access arrangements, including charges			
Collection strategy	Collection management and preservation strategies	Collection management and preservation strategies, including policy on disposal of stock			
Special collections	Material held in the institution's special collections	Individual schools or departments within the institution may have local special collections	Normally accessed by inspection on the HEI's premises		
Open archives	Records held by the institution's archive facilities for permanent preservation and designated as open irrespective of the date of creation.	Individual schools or departments within the institution may have local archive collections to support administrative or research functions. The date of adoption of the MPS is irrelevant to this class.	Normally accessed by inspection on the HEI's premises ⁵		
Archive facilities	Description of the institution's archive facilities	Archival catalogues (manual or on-line) or other material describing archival collections. Access to/use of archives, including charges	Manual catalogues normally accessed by inspection on the HEI's premises		

⁵ Archive services will **not** normally carry out research for enquirers on archival material covered by the publication scheme.

16. External and Community Relations

Introduction

This section covers information relating to the institution's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public by some means.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person.

Class Name	Description	Examples/Comments	Manner	Fee	Exemptions
Alumni	Arrangements for keeping in touch with former staff and students	Constitution of alumni organisations. Services provided to alumni.			
Community Relations	Description of the facilities and services available to the local community	Institutions may wish to cross-reference to similar information about facilities and services available to staff or to students.			
Development activities	Promotional material relating to institutional fundraising objectives	Plans, prospectus			
Public Relations	Information created specifically to publicise facilities and activities.	Press releases Newsletters and magazines			

17. Government and Regulator Relations

Introduction

This section covers information the institution provides to government and external regulators. By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the institution has links with.

Class Name	Description	Examples/Comments	Manner	Fee	Exemptions
Funding body statistical reports and returns	Information that the institution is legally obliged to make available to its funding body	SHEFC statistical returns			
Other statutory reports	Information which the University is legally required to publish				
Information on student admission, progression and completion	Statistical information on these matters which the institution is required by the Funding Council to publish	Information on: Student qualifications on entry; The range of student entrants classified by age, sex, ethnicity, socio-economic background, disability and geographical origin as returned to HESA; Student progress and retention data for each year of each course/programme, differentiating between failure and withdrawal; Data on student completion; Data on qualifications awarded to students; Data on employment/training outcomes for graduates from the First Destination Study (FDS). Institutions may also want to publish their own comments on this.			

