

# Publication Scheme

**Published as required by the Freedom of Information (Scotland) Act 2002**

**Last updated February 2019**

## **Guide to Information**

### **UNIVERSITY OF STRATHCLYDE**

#### **Guide to Information available through the Model Publication Scheme**

##### **Introduction to the Guide to Information**

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This Guide to Information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (the EI(S)Rs).

The University of Strathclyde has adopted the Model Publication Scheme produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. This document is based on the 2013 Model Publication Scheme and incorporates amendments required by all subsequent editions of the Scheme, up to the 2018 edition released by the Scottish Information Commissioner in November 2018. You can see this scheme on the Commissioner's website at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemeResources.aspx>  
or by contacting us at the address below.

**We have made a commitment to publish all information which we hold which falls within the categories of information in the scheme. This Guide to Information describes the information which we publish in accordance with the scheme, and how you can access this information.**

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;

- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

This Guide to Information is based on work by the Scottish Higher Education Information Practitioners Group (SHEIP), under the auspices of Universities Scotland's Secretaries' Group. SHEIP consulted the public authorities to be covered by the Guide, to assess what information should be included in the Guide, taking account of reviews of information requests, and assessments of previous publication scheme feedback.

The Model Publication Scheme imposes 6 Principles which govern the way we make information available through this Guide to Information. More information about each of these Principles is set out below.

### **Principle 1: Availability and Formats**

Our Guide to Information provides more details of the information available under the scheme, along with additional guidance on how the information falling within each “category” may be accessed.

#### **Online:**

Most information listed in our Guide to Information is available on our website. In many cases a link within our Guide to Information will direct you to the relevant page or document. Where no such link is present, you can find this information using our website’s “Search” facility at <https://www.strath.ac.uk>. If you are still having trouble finding any document listed under our scheme, then please call the Information Governance Unit on 0141 548 5994 for further assistance.

#### **By email:**

If the information you seek is not published on our website, we can send it to you by email, wherever possible.

#### **By phone:**

Information provided through the scheme can also be requested from us over the telephone. Please call 0141 548 5994 to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to: The Information Governance Unit, Room 2.74, McCance Building, University of Strathclyde, 16 Richmond Street, Glasgow G1 1XQ.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see **Principle 4 - Charges** for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

By inspection at our premises:

Some of the information that we publish in accordance with the scheme may be available for inspection on site. Please contact the Information Governance Unit or send an email to [foi@strath.ac.uk](mailto:foi@strath.ac.uk).

## **Principle 2 – Exempt Information**

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that the University may legitimately wish to exempt from disclosure under an appropriate section of Scotland's freedom of information laws, (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.asp#exemptions>

If you wish to complain about any information which has been withheld from you, please refer to **Principle 5: Advice and Assistance**.

## **Principle 3 – Copyright and re-use**

Where the University of Strathclyde holds the copyright in its published information this information cannot be copied or reproduced without formal permission. Such permission will usually be granted provided it is: copied or reproduced accurately, is for personal,

non-commercial use only, does not involve multiple copying or the issuing of copies to the public, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

Where the University of Strathclyde does not hold the copyright in information we publish, we will make this clear.

The publication scheme may, however, contain information where the copyright holder is not the University of Strathclyde. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this Guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

If you wish to seek permission to copy or otherwise reproduce information to which the University holds the copyright, please contact [ictlegalcompliance@strath.ac.uk](mailto:ictlegalcompliance@strath.ac.uk). Please provide details of the information in question and what you wish to do with it.

#### **Principle 4 – Charges**

Wherever possible, information contained within our Guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

If you request information for which there is a charge, we will inform you and explain how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 20p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-ROM.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

There are also a small number of publications for which the University of Strathclyde makes a charge. These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. This price reflects a market value which may include the cost of production.

## **Principle 5: Advice and assistance**

### **How to access information not available under this scheme**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us.

The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EI(S)Rs) separately provide a right of access to the environmental information we hold, while Data Protection legislation provides a right of access to personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Details of how to make an information request are available from The Information Governance Unit, Room 2.74, McCance Building, 16 Richmond Street, Glasgow G1 1XQ. Email [foi@strath.ac.uk](mailto:foi@strath.ac.uk)

### **Contact us**

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish.

Please contact The Information Governance Unit, Room 2.74, McCance Building, 16 Richmond Street, Glasgow G1 1XQ. Email [foi@strath.ac.uk](mailto:foi@strath.ac.uk)

## **Principle 6: Duration**

Where we publish information on a regular basis (for example, financial statements and minutes of meetings of University Court), we make that information available for at least the current and two previous financial or academic years.

In most other cases, where information is updated or superseded, we make only the current version available.

If you are looking for older information, or a previous version of a document, then you may wish to request it from us. See **Principle 5 – Advice and Assistance**.

## Our Guide to Information

The Model Publication Scheme sets out 9 classes (or types) of information that must be published by the University. This table sets out where you can find information about each class in our Guide to Information.

Our Guide to Information	Model Publication Scheme Class
<p><b>1. GENERAL INFORMATION</b></p> <ul style="list-style-type: none"> <li>▪ Name and address</li> <li>▪ Principal officers</li> <li>▪ Contact information</li> <li>▪ Location</li> <li>▪ Opening hours</li> <li>▪ Academic year dates</li> <li>▪ Holidays</li> <li>▪ Complaints</li> <li>▪ Document serving</li> </ul>	Class 1: About the Authority
<p><b>2. ACCESS TO INFORMATION AND RECORDS MANAGEMENT POLICIES</b></p> <ul style="list-style-type: none"> <li>▪ How to make a request for information</li> <li>▪ Information policies</li> <li>▪ Records Management and archiving policy</li> </ul>	Class 5: How we manage our human, physical and information resources
<p><b>3. GOVERNANCE</b></p> <ul style="list-style-type: none"> <li>▪ Legal Framework</li> <li>▪ Governance Structure</li> <li>▪ Governance precepts</li> </ul>	Class 1: About the Authority  Class 3: How we take decisions and what we have decided

<ul style="list-style-type: none"> <li>▪ Conflict of interests</li> <li>▪ Register of interests</li> <li>▪ Institutional structure</li> <li>▪ Major committees</li> <li>▪ Relationship with the General Council</li> <li>▪ General Council</li> <li>▪ Subsidiary companies</li> <li>▪ Honorary degrees</li> </ul>	
<p><b>4. FINANCIAL RESOURCES</b></p> <ul style="list-style-type: none"> <li>▪ Financial statements</li> <li>▪ Budgetary processes</li> <li>▪ Budgets overview</li> <li>▪ Financial regulations</li> <li>▪ Senior staff remuneration</li> <li>▪ Expenses Policies and Procedures</li> <li>▪ Senior staff Expenses</li> <li>▪ Investments</li> </ul>	<p>Class 4: What we spend and how we spend it</p>
<p><b>5. CORPORATE PLANNING</b></p> <ul style="list-style-type: none"> <li>▪ Mission</li> <li>▪ Corporate plan</li> <li>▪ Strategies</li> <li>▪ Performance indicators</li> <li>▪ Planning procedures</li> </ul>	<p>Class 1: About the Authority</p> <p>Class 7: How we are performing</p>
<p><b>6. PROCUREMENT</b></p> <ul style="list-style-type: none"> <li>▪ Procurement policies</li> <li>▪ Procurement procedures</li> <li>▪ Procurement contacts</li> <li>▪ Tender documentation</li> <li>▪ Supplier contracts</li> </ul>	<p>Class 6: How we procure goods and services from external providers</p>

<p><b>7. MANAGEMENT OF RESEARCH</b></p> <ul style="list-style-type: none"> <li>▪ Research funding</li> <li>▪ Research quality</li> <li>▪ Research strategies</li> <li>▪ Research management structures</li> <li>▪ Research support arrangements</li> <li>▪ Research ethics</li> <li>▪ Research students</li> </ul>	<p>Class 2: How we deliver our functions and services</p>
<p><b>8. COMMERCIALISATION AND KNOWLEDGE TRANSFER</b></p> <ul style="list-style-type: none"> <li>▪ Support arrangements</li> <li>▪ Contact information</li> <li>▪ Commercialisation funding</li> <li>▪ Commercialisation resources</li> <li>▪ Commercialisation outcomes</li> <li>▪ Consultancy services</li> </ul>	<p>Class 2: How we deliver our functions and services</p>
<p><b>9. HUMAN RESOURCES</b></p> <ul style="list-style-type: none"> <li>▪ Human Resource Strategy</li> <li>▪ Staff profile</li> <li>▪ Recruitment policies</li> <li>▪ Employment terms</li> <li>▪ Performance management</li> <li>▪ Promotion</li> <li>▪ Pensions</li> <li>▪ Discipline</li> <li>▪ Grievance</li> <li>▪ Employee relations</li> <li>▪ Public interest disclosure</li> <li>▪ Staff development</li> <li>▪ Staff records</li> <li>▪ Staff facilities</li> </ul>	<p>Class 5: How we manage our human, physical and information resources</p>
<p><b>10. PHYSICAL RESOURCES</b></p>	<p>Class 5: How we manage our</p>

<ul style="list-style-type: none"> <li>▪ Description of estate</li> <li>▪ Estate development plans</li> <li>▪ Buildings under construction</li> <li>▪ Maintenance</li> <li>▪ Estates indicators</li> <li>▪ Environmental policies</li> </ul>	<p>human, physical and information resources</p>
<p><b>11. HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>▪ Policies</li> <li>▪ Annual Reports and Statistics</li> </ul>	<p>Class 5: How we manage our human, physical and information resources</p>
<p><b>12. EQUALITY AND DIVERSITY</b></p> <ul style="list-style-type: none"> <li>▪ Equal opportunities policies and guidance</li> <li>▪ Equal opportunities consultation</li> <li>▪ Equality Management infrastructure</li> </ul>	<p>Class 5: How we manage our human, physical and information resources</p>
<p><b>13. SUPPORT FOR DISABLED PEOPLE</b></p> <ul style="list-style-type: none"> <li>▪ Disability policies</li> <li>▪ Support structures</li> <li>▪ Accessibility of buildings and services</li> <li>▪ Contacts</li> <li>▪ Strategies</li> <li>▪ Statistics</li> </ul>	<p>Class 5: How we manage our human, physical and information resources</p>
<p><b>14. STUDENT ADMINISTRATION AND SUPPORT</b></p> <ul style="list-style-type: none"> <li>▪ Course information</li> <li>▪ Recruitment and admissions</li> <li>▪ Fees and charges</li> <li>▪ Scholarships and bursaries</li> <li>▪ Registration</li> <li>▪ Induction</li> <li>▪ Examinations</li> <li>▪ Progression</li> <li>▪ Learning support provision</li> </ul>	<p>Class 2: How we deliver our functions and services</p>

<ul style="list-style-type: none"> <li>▪ Student liaison</li> <li>▪ Student records</li> <li>▪ Student discipline</li> <li>▪ Student accommodation</li> <li>▪ Graduation arrangements</li> <li>▪ Student complaints</li> <li>▪ Student facilities</li> <li>▪ Relationship with the Students Union/ Association</li> </ul>	
<p><b>15. TEACHING QUALITY</b></p> <ul style="list-style-type: none"> <li>▪ Programme approval</li> <li>▪ Assessment</li> <li>▪ Student satisfaction</li> <li>▪ Institutional internal reviews</li> <li>▪ Professional accreditation of courses by external bodies</li> <li>▪ Validation</li> <li>▪ Assessments of the institution's provision by the QAA</li> </ul>	<p>Class 2: How we deliver our functions and services</p>
<p><b>16. INFORMATION SERVICES</b></p> <ul style="list-style-type: none"> <li>▪ Library facilities</li> <li>▪ Computing facilities</li> <li>▪ Other information facilities</li> <li>▪ Major strategy documents</li> <li>▪ Collections</li> <li>▪ Collection strategy</li> <li>▪ Open archives</li> <li>▪ Other archive facilities and special collections</li> </ul>	<p>Class 2: How we deliver our functions and services</p> <p>Class 5: How we manage our human, physical and information resources</p>
<p><b>17. EXTERNAL AND COMMUNITY RELATIONS</b></p> <ul style="list-style-type: none"> <li>▪ Alumni</li> <li>▪ Community Relations</li> <li>▪ Development activities</li> <li>▪ Public Relations</li> </ul>	<p>Class 1: About the Authority</p>

<p><b>18. GOVERNMENT AND REGULATOR RELATIONS</b></p> <ul style="list-style-type: none"> <li>▪ Funding body statistical reports and returns</li> <li>▪ Other statutory reports</li> <li>▪ Information on student admission, progression and completion</li> </ul>	<p>Class 1: About the Authority</p>
<p><b>19. OPEN DATA</b></p> <ul style="list-style-type: none"> <li>▪ Open Access Programme</li> <li>▪ Research outputs and activity</li> <li>▪ Open datasets</li> </ul>	<p>Class 9: Open Data</p>

# 1 General Information

## Introduction

This category 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 categories.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Name and address	The name of the institution, and the address of its principal office	University of Strathclyde John Anderson Campus 16 Richmond Street Glasgow G1 1XQ tel: +44(0)141 552 4400 (main switchboard)			
Principal officers	Names of the principal officers of the institution	Principal, Vice Principals, Deans, Directors of major administrative functions. Responsibilities of and (work related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services. Details can be found here: <a href="#">Senior Officers of the University</a>	Web or Paper		
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  McCance Building 16 Richmond Street Glasgow G1 1XQ  <a href="#">University Home Page</a>	Web		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Location	Information on the institution's principal and other main locations, including campus maps	McCance Building 16 Richmond Street Glasgow, G1 1XQ  <b>Campus Maps</b>	Web or Paper		
Opening hours	Opening hours of the institution's principal office(s)	The normal opening hours of the University's principal offices are: 0900 – 17.00 Monday to Friday			
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.  <b>Key Dates</b>	Web or Paper		
Holidays	Dates of closure of the institution	<b>University Holidays</b>	Web or Paper		
Complaints	Procedures on how to complain about the institution	Where principal departments of the University have their own Complaints Procedures these are given under the relevant Category of this scheme.  Any other complaints should be addressed to: The University Secretary and Compliance Officer University of Strathclyde 16 Richmond Street Glasgow G1 1XQ  <b>Student Complaints</b>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Document serving	Contact details for serving legal documents on the institution, e.g. Court orders	Official documents should be sent or delivered to: The University Secretary and Compliance Officer University of Strathclyde 16 Richmond Street Glasgow G1 1XQ			

## 2 Access to Information and Records Management Policies

### Introduction

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

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
How to make a request for information and Freedom of Information enquiries contact.	Details of how to request information from the institution under the Freedom of Information (Scotland) Act, the Data Protection Act, and the Environmental Information (Scotland) Regulations. Central contact point for Freedom of Information enquiries.	<p>Freedom of Information and Environmental Information requests:            Information Governance Unit            Room 2.74            McCance Building            University of Strathclyde            16 Richmond Street            Glasgow G1 1XQ            foi@strath.ac.uk</p> <p><b>Requesting Information</b></p> <p>Data Protection requests:            Information Governance Unit            Room 2.74            McCance Building            University of Strathclyde            16 Richmond Street            Glasgow G1 1XQ            dataprotection@strath.ac.uk</p>			

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Information legislation policies	Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information	<p><a href="#">Requesting Information</a></p> <p><a href="#">Freedom of Information</a></p> <p><a href="#">Requesting a review</a></p> <p><a href="#">Environmental Information</a></p> <p><a href="#">Data Protection Policy</a></p> <p><a href="#">Procedures for dealing with Subject Access Requests</a></p> <p><a href="#">Accessing your Personal Data</a></p> <p><a href="#">University Data Protection Privacy Notices for Staff, Students and others</a></p>	Web or Paper		
Records Management and Archiving Policy	Policies and guidance relating to our records management, records and information retention and archiving policies.	<p><a href="#">Records Management</a></p> <p><a href="#">Records Management Policy</a></p> <p><a href="#">Records Management Guidance</a></p> <p>Guidance includes:</p> <ul style="list-style-type: none"> <li>• Managing Information and Records</li> <li>• Creating Records</li> <li>• Naming Records</li> <li>• Version Control</li> <li>• Filing Records</li> <li>• Email Management</li> <li>• Information Security</li> </ul>			

		<ul style="list-style-type: none"><li>• Determining if Information is Confidential</li><li>• Storing records</li><li>• Record Retention &amp; Disposal</li></ul> <p><b>Records Retention</b></p> <p><b>Archives &amp; Special Collections Policy</b></p>			
--	--	--	--	--	--

### 3 Governance

#### Introduction

This category 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.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Legal Framework	Information on how the institution was established and its standing from a legal perspective	Institutional charter and Institutional statutes are given in the <b>University Regulations</b>  <b>History of the University</b>	Web or Paper		
Governance Structure	The institution's governance structures and related operational procedures	Description of Statutory Bodies: <b>Court, Senate</b>  Arrangements for appointment to statutory bodies.  The University's governance structures and operational procedures are given in:  <b>Governance</b>  <b>Court – Statement of Primary Responsibilities</b>  <b>Court – Schedule of Delegated Authority</b>	Web or Paper Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Governance precepts	The institution's arrangements for compliance with good governance precepts	<p>Arrangements for compliance with Scottish Funding Council's Code of Practice are given in the Financial Statements</p> <p><b>Financial Statements</b></p> <p><b>Internal Audit Service Strategy Statement</b></p>	Web or Paper		Some information relating to this category may be withheld for reasons such as commercial interests, confidentiality and data protection
Conflict of interests policy	The institution's conflict of interests policies	<p>The University's Court Members are expected to complete the register of interests. Codes of conduct governing conflict of interest issues</p> <p>Declaration of Interests Form and Covering Notes</p> <p><b>Code of Practice on Conflicts of Interest</b></p> <p><b>Ethics Committee - Code of Practice</b></p> <p><b>Appointment of Spouse/Partner or Near Relative, Conflict of Interest</b></p>	<p>Paper</p> <p>Web or Paper</p>		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Register of interests	Institutional register of interests	<b>Register of interests for members of Court</b>	Paper		Some information may need to be withheld for reasons such as data protection, commercial interests and health and safety
Institutional structure	A description of the institution's major organisational units and how these relate to each other	Description of broad responsibilities/ activities of major organisational units and information on relevant senior managerial staff in major organisational units.  <b>Strategy &amp; Policy</b>  <b>Undergraduate Prospectus</b>  <b>Postgraduate Prospectus</b>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Major committees	The activities of major committees with devolved decision-making powers	<p>Committee memberships and remits, Committee appointments procedures, Standing orders, codes of conduct and other papers describing operations of major committees are given in:</p> <p><b>Governance</b></p> <p><b>Committee Structure</b></p> <p>Minutes* of meetings of statutory bodies and other major committees:</p> <p><b>University Court</b></p> <p><b>University Senate</b></p> <p>* Minutes of meetings will be made available after formal approval at the beginning of each academic session and published on an annual rolling basis.</p>	Web or Paper	Yes	Some information may need to be withheld for reasons such as, data protection, commercial interests and health and safety

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
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).	<p>The University does not have a General Council. It does have a Graduates and Former Students Association: <a href="#">University of Strathclyde Alumni</a></p> <p>The legal relationship of the University with the Graduates and Former Students Association is given in the <a href="#">University Regulations</a></p>	Web or Paper		
General Council	Information on the operation and activities of the General Council	The University of Strathclyde does not have a General Council. See information on the Alumni web page: <a href="#">University of Strathclyde Alumni</a>	Web or Paper		
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	<p>Currently, there are no subsidiary companies where the University is a majority shareholder. <a href="#">Publication schemes for the University's wholly-owned companies are available</a> (Information on other significant shareholdings is provided in the Investments category within the Financial Resources category below).</p> <p><a href="#">Financial Regulations</a></p>	<p>Paper</p> <p>Web or Paper</p>		Some information may need to be withheld for reasons such as data protection, commercial interests or health and safety

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Honorary degrees	Policies, procedures and awards of honorary degrees	Committee Remit – Ceremonials and Honorary Degrees Committee  A list of Honorary Graduates is given in the:  <a href="#">University Regulations</a>	Paper    Web or Paper		Some information relating to this category may need to be withheld for reasons such as data protection, confidentiality and also the conduct of public affairs

## 4 Financial Resources

### Introduction

This category covers information on the institution's strategy and management of financial resources. The finance department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Financial statements	The institution's annual accounts	<a href="#">Financial Statements</a>	Web or Paper		
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	<a href="#">Finance Office: Financial Regulations</a>	Web or Paper		
Budgets overview	Summary of overall budget and budgetary allocations to major budgetary units	<a href="#">Finalised Budget Allocations</a>	Web or Paper		
Financial regulations	Institution's financial administration manual	<a href="#">Finance Office: Financial Regulations</a>	Web or Paper		

<b>Category Name</b>	<b>Category Description</b>	<b><u>Examples/Comments</u></b>	<b>Format of Information</b>	<b>Fee</b>	<b>Withheld Information</b>
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SFC Financial Memorandum	<b>Financial Statements</b>  Information about Senior staff remuneration is contained within Financial Statements	Web or Paper		
Expenses policies and procedures	University policy on the submission and reimbursement of expense claims incurred on University business	Expenses policy			
Senior Staff Expenses	Senior staff expenses at category level	<b>Senior Staff Expenses</b>	Web or paper		
Investments	Summary information on institutional endowments and investments	<b>Financial Statements</b>	Web or Paper		Some information may need to be withheld for reasons such as commercial interests or effective conduct of public affairs

## 5 Corporate Planning

### Introduction

This category provides information on the institution's mission and major strategic planning processes.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Mission	Institution's Mission statement	<a href="#">Strategic Plan</a>	Web or Paper		
Corporate plan	Institution's corporate or Strategic Plan	<a href="#">Performance Measurement Framework</a> <a href="#">Corporate Services/Strategic Plan</a>	Web or Paper		
Strategies	Major institutional strategy documents	<a href="#">Strategic Plan</a>	Web or Paper		
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	<a href="#">HESA Performance Indicators</a> <a href="#">Strategic Planning Process</a>	Web or Paper		Some information relating to this category may need to be withheld for reasons of commercial interest or confidentiality
Planning procedures	Internal procedures for planning and resource allocation	<a href="#">Finance Office/Approach to Budget Preparation</a>	Web or Paper		Some information relating to this category may need to be withheld for reasons of commercial interest or confidentiality

## 6 Procurement

### Introduction

Collaborative procurements may be led by central bodies such as Procurement Scotland, APUC Limited, Excel, NHS National Procurement or Central Government Procurement Centre of Expertise. Information about the procurement services these organisations provide to the institution may be obtained direct from the organisations.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Procurement policies	Institution's overall strategy for procurement of non-pay expenditure and policies for compliance with legal obligations on major procurement exercises	The University of Strathclyde's Procurement Policy and Strategy: <a href="#">Procurement Policies</a>	Paper or Web		
Procurement procedures	Institution's procurement and purchasing manuals	Procurement procedures and information on thresholds at which particular procurement policies are normally used. Information on standard terms and conditions of supply/service are given in the <a href="#">Procurement Procedures</a>	Paper or Web		
Procurement contacts	Contact information for procurement and purchasing information	Contact information for staff seeking advice on procurement or purchasing. and Contact information for potential suppliers e.g. in particular commodity areas are given in the University's Purchasing Services web pages:  <a href="#">Procurement at Strathclyde</a>  Email: <a href="mailto:procurement.enquiries@strath.ac.uk">procurement.enquiries@strath.ac.uk</a>	Paper or Web		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Tender documentation	EU-prescribed call for competition contract notices, invitations to tender, and pre-qualification questionnaire documentation for significant procurements	Information which the University is required to publish in the EU Journal. Invitations to tender and pre-qualification questionnaire documentation, and information about potential significant procurement exercises  <b>Tender Documentation</b>	Web		
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	<b>Supplier Contracts</b>	Paper or Web		

## 7 Management of Research

### Introduction

This category 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

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Research funding	Statistical information on the major sources of the institution's research funding	<p>Amount of Scottish Funding Council (SFC) Main Research Grant and other formulaic/non-formulaic SFC grants for research.</p> <p>Statistical information about funding from Research Councils, research charities and other major bodies is given at:</p> <p><a href="#">HESA Publication Guide</a></p> <p><a href="#">SFC: Information for Colleges and Universities</a></p> <p><a href="#">SFC: Outcome Agreements</a></p> <p>The University's commentary on the SFC Circular</p> <p><a href="#">Financial Statements</a></p> <p>Annual Report on Research Income (in preparation)</p>	<p>Web or Paper</p> <p>Paper</p> <p>Web or Paper</p> <p>Paper</p>		<p>Some information available elsewhere.</p> <p>Some information related to this category may need to be withheld for reasons of data protection, commercial interests or the conduct of public affairs</p>

<b>Category Name</b>	<b>Category Description</b>	<b>Examples/Comments</b>	<b>Format of Information</b>	<b>Fee</b>	<b>Withheld Information</b>
Research quality	Results of external measurement of the quality of the institution's research	Institutional performance in the Research Excellence Framework  <b>Research Performance</b>	Web or Paper	Fee for paper	Information available elsewhere
Research strategies	Summary information on institutional-level strategic plans for research	<b>Strategic Plan</b>  <b>Performance Measurement Framework</b>  <b>Research Profile</b>	Web or Paper		
Research management structures	A description of the structures the institution uses to manage its research activity	<b>Research &amp; Knowledge Exchange Services</b>  <b>Research Profile</b>	Web or Paper		
Research support arrangements	Institution's procedures for supporting research	Arrangements for supporting and processing research grant applications are given at the Research and Knowledge Exchange Services web page: <b>Research &amp; Knowledge Exchange Services</b>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
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. <a href="#">Code of Practice on Investigations on Human Beings</a>  <a href="#">Excellence in Research</a>  <a href="#">University Ethics Committee</a>	Web or Paper   Web  Web  Web		Some information relating to this category may be withheld for reasons such as data protection, commercial interests or health and safety

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Research students policies and procedures	The institution's policies and procedures for supervising and examining research students	<p>Regulations governing research postgraduate study are given in the</p> <p><b>General and Course Regulations for Graduate and Postgraduate</b></p> <p>Information on how students can complain about supervision arrangements.</p> <p><b>University Policy and Code of Practice for Postgraduate Research Students</b></p> <p><b>University Policy and Procedures Student Complaints</b></p> <p><b>Postgraduate Prospectus</b></p>	<p>Web or Paper</p> <p>Web or paper</p> <p>Web or paper</p>	Bound copies of the Regulations £15	

## 8 Commercialisation and Knowledge Transfer

### Introduction

This category provides information about the institution's mechanisms for supporting the commercialisation of outputs from its research activities.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Support arrangements	A description of how the institution supports commercialisation of the knowledge generated by its research activities.	Information on the support for commercialisation is given on the Research and Knowledge Exchange web page:  <a href="#">Research &amp; Knowledge Exchange Services</a>  The organisational structure is given in: <a href="#">Research Profile</a>	Web or Paper		
Contact information	How to get information about the institution's commercialisation activities.	<a href="#">Research &amp; Knowledge Exchange Services</a>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Commercialisation funding	Statistical information on the major sources of the institution's funding for commercialisation and knowledge transfer.	<p>Amount of SFC Knowledge Transfer Grant and any other formulaic/non-formulaic SFC grants for commercialisation and knowledge transfer. Similar information about other major sources of funding.</p> <p><b>Research &amp; Knowledge Exchange Services</b></p> <p><b>SFC - Strategic Research Development Grant</b></p> <p><b>Higher Education Statistics Agency (HESA)</b></p> <p><b>Scottish Enterprise: Proof of Concept Funding</b></p>	Web or Paper		<p>Some information available elsewhere.</p> <p>Some related information may be withheld for reasons such as commercial interests, or effective conduct of public affairs or confidentiality</p>
Commercialisation resources	A description of institutional facilities and resources for supporting commercialisation activity.	<p>The organisational structure is given in</p> <p><b>University Regulations</b></p> <p>Information is given at:</p> <p><b>Research &amp; Knowledge Exchange Services</b></p> <p><b>Knowledge Transfer Account</b></p> <p><b>Hunter Centre for Entrepreneurship</b></p>	Web or Paper		



## 9 Human Resources

### Introduction

This category covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff (exempt from disclosure as personal information). The information available covers Human Resource policies and procedures (including terms and conditions of service and all current versions of the information specified in each category).

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Human Resource Strategy	Human Resource Strategy Mission and Goals	<a href="#">Human Resource Strategy</a> Staff Structure	Web Web		
Staff profile	Statistical information on staff	<a href="#">Annual Report</a> See also information on: <a href="#">Equality and Diversity</a>	Paper		Some information relating to this category may be withheld for reasons such as data protection, health and safety or effective conduct of public affairs
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	<a href="#">Procedures and Guidelines for Appointment of Academic and Related Staff</a> <a href="#">Governance</a> <a href="#">Policies and Practices for Interview Panels</a> <a href="#">Human Resources</a>	Paper Web or Paper Paper Web		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Employment terms	Generic terms and conditions of employment	<p><b>Terms and Conditions of Service</b></p> <p><b>Salary and Grades</b></p> <p><b>Career Pathway</b></p> <p><b>Pay Scales</b></p>	<p>Paper</p> <p>Web or Paper</p>		
Performance management	Policies and procedures relating to performance management	<p><b>Information on probation and appraisal arrangements</b></p> <p>Conditions of Service Handbooks</p> <p><b>Policies &amp; Procedures</b></p> <p><b>Staff Development</b></p>	<p>Paper</p> <p>Web or Paper</p>		
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	<p><b>Guidelines for the Annual Review</b></p> <p><b>Equal Opportunities Statistics</b></p> <p><b>Policies &amp; Procedures</b></p> <p><b>Annual Report to Court</b></p> <p><b>Staff Development</b></p>	<p>Paper</p> <p>Paper</p> <p>Web or Paper</p> <p>Paper</p>		Some information relating to this category may be withheld for reasons such as data protection, confidentiality, health and safety and effective conduct of public affairs
Pensions	Policies and guidelines on pension arrangements for staff	<p><b>USS Pension Information</b></p> <p><b>Local Government Pension Scheme Information</b></p> <p><b>Pension information</b></p>	<p>Web or Paper</p> <p>Web</p>		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Discipline	Disciplinary procedures and policies	<p><b>Disciplinary Procedures for staff</b></p> <p>Conditions of Service Handbooks:</p> <p><b>Use of Computing Facilities and Resources</b></p> <p><b>Dignity and Respect Policy</b></p>	<p>Web or Paper</p> <p>Paper</p> <p>Web or Paper</p> <p>Web or Paper</p>		
Grievance	Grievance procedures and policies	<p><b>Grievance Procedures for staff</b></p> <p>Conditions of Service Handbooks</p>	<p>Web or Paper</p> <p>Paper</p>		
Employee relations	Collective bargaining and consultation procedures with recognised Trades Unions and Professional Organisations and agreements reached	Conditions of Service Handbooks	Paper		
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	<b>Public Interest Disclosure</b>	Web or Paper		



Category Name	Category Description	<u>Examples/Comments</u>	Format of Information	Fee	Withheld Information
Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	<p><b>University Data Protection Policy</b></p> <p><b>An Overview of the University Data Protection Policy</b></p> <p><b>University of Strathclyde - entry in Data Protection Register (Information Commissioner)</b></p> <p><b>Records Retention Schedule</b></p> <p><b>Arrangements for making Subject Access Requests</b></p> <p><b>Data Protection Privacy Notice for Staff</b></p>	Web or Paper		
Staff facilities	Description of the facilities and services available exclusively to members of staff	<p><b>Health &amp; Wellbeing</b></p> <p><b>Sport and Recreation</b></p> <p><b>Ross Priory Club</b></p>			

## 10 Physical Resources

### Introduction

Institutions are often substantial land and property owners in their own right. This category covers information at a strategic level relating to the institution's management of its physical resources. Some of this information is required to be published under the Environmental Information (Scotland) Regulations 2004.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Description of estate	Overview of the institution's estate	Description and overview of the Estate  <b>Physical Resources</b>	Web or Paper		Some information related to this category maybe withheld for reasons such as commercial interests, health and safety, and effective conduct of public affairs
Estate development plans	Plans for major changes to the estate, including plans for use of major external capital funding	<b>Estates Strategy</b>  <b>Campus Development Plan</b>  <b>Single Campus Project</b>	Web or Paper		Some information related to this category maybe withheld for reasons such as commercial interests, health and safety, and effective conduct of public affairs

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Buildings under construction	Summary information about buildings under construction	<p><a href="#">Buildings under Construction</a></p> <p><a href="#">Estates Strategy</a></p>	Web or Paper		Some information related to this category may be withheld for reasons such as commercial interests, health and safety or effective conduct of public affairs
Maintenance	Maintenance arrangements and policies for buildings and grounds	<p><a href="#">Estates Management</a></p> <p><a href="#">Works Management</a></p> <p>How to request repairs:</p> <p><a href="#">Maintenance Request Form</a></p>	Web or Paper		Some information related to this category may be withheld for reasons such as commercial interests, health and safety or effective conduct of public affairs

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Estates indicators	Performance indicators on major estates functions	<p><b>Estates Services</b></p> <p><b>Completed Projects</b></p>	<p>Web or Paper</p> <p>Web or Paper</p>		Some information related to this category may be withheld for reasons such as commercial interests, health and safety or effective conduct of public affairs
Environmental policies	The institution's environmental policies, practices and overview of their impact	<p><b>Sustainability Policy</b></p> <p><b>Sustainable Strathclyde</b></p> <p><b>Recycling and Waste Management</b></p> <p><b>Utility Management Policy</b></p>	<p>Web or Paper</p> <p>Web or Paper</p>		

# 11 Health and Safety

## Introduction

This category covers information about the institution's health and safety policies, risk assessment policies, procedures and record.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Policies	Policies, procedures and guidelines relating to health and safety	<p><b>Safety Services</b></p> <p><b>Safety Services Guidance Notes</b></p> <p><b>Safety Services Local Rules</b></p> <p><b>Personal Safety Guidelines</b></p> <p><b>Occupational Health &amp; Safety Policy</b></p> <p>Examples of local rules and guidance include:</p> <p>Guidance on the Dangerous Substances and Explosive Atmospheres Regulations 2002 <b>DSEAR</b></p> <p><b>Guidance on the control of Substances Hazardous to Health Regulations 1988</b></p>	<p>Web or Paper</p>		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Policies	Policies, procedures and guidelines relating to health and safety	<p><b>Health and Safety Training</b></p> <p><b>Safety Service Forms</b></p> <p><b>Health and Wellbeing</b></p> <p><b>Fire Safety</b></p>	<p>Web or paper</p> <p>Web or paper</p> <p>Web or paper</p> <p>Web or paper</p>		
Annual Reports and statistics	<p>Reports to governing body on health and safety issues</p> <p>Summary statistics on accidents and incidents within the Institution</p>	<p><b>Annual Report to Court</b></p> <p><b>Occupational Health &amp; Safety Policy</b></p> <p><b>University Regulations</b></p>	<p>Paper</p> <p>Web or paper</p> <p>Web or paper</p>		Some information relating to this category may be withheld for reasons such as data protection, health and safety, confidentiality, effective conduct of public affairs and commercial interests

## 12 Equality and Diversity

### Introduction

This category provides information about the institution's policies and strategies regarding equality and diversity.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld information
Equality opportunities policies and guidance	Equality and diversity policies, statements, procedures and guidelines.	<p><b>Equality and Diversity Policy</b></p> <p>Equal opportunities guidance for staff and students.</p> <p><b>Equal Opportunities</b></p> <p><b>Disability Policy</b></p> <p><b>Working parents and carers flexible working policy</b></p> <p><b>Equal Opportunities</b></p>	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld information
Equality opportunities policies and guidance		<p><b>Adoption Leave Policy</b></p> <p>Harassment and bullying policy for staff and students.</p> <p><b>Dignity and Respect</b></p> <p><b>Flexible Working</b></p> <p><b>Maternity/Paternity Leave Policy</b></p> <p><b>Race Equality Policy</b></p>	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>		
Equal opportunities consultation	Information about consultation procedures required for compliance with statutory equality duties.	<p><b>Equalities Mainstreaming Report</b></p> <p><b>Equality Outcome Consultation</b></p> <p><b>Equality Outcomes</b></p> <p><b>Equality Monitoring Report – staff</b></p> <p><b>Equality Monitoring Report - students</b></p> <p><b>Equality Impact Assessment (EIA)</b></p>	<p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p> <p>Web</p>		
Equality management infrastructure	Information on committees and other groups engaged in determining equality and diversity policies.	<p><b>Equality, Diversity Strategy Committee</b></p> <p><b>Equality and Diversity</b></p>	<p>Web</p> <p>Web</p>		Some information relating to this category may be withheld for reasons such as data protection and health and safety

## 13 Support for Disabled People

### Introduction

This category provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services.

Information under the Publication Scheme can be provided on application in alternative formats: for example, on audiotape. No charge will be made for single copies; a charge may need to be made for multiple copies.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Disability policies	Policies, procedures and guidelines relating to support for disabled people	<p><a href="#">Disability Policy</a></p> <p><a href="#">Equal Opportunities for Staff and Students - Statement of Intent</a></p> <p><a href="#">Disability Equality Scheme</a></p>	Web or Paper		
Support structures	A description of the institution's support structures for disability issues	<p>This information is included in the</p> <p><a href="#">Disability Policy</a></p> <p><a href="#">Student Support Services</a></p> <p><a href="#">Disability Service Information Notes of Guidance</a></p> <p><a href="#">Disability Service</a></p>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Accessibility of buildings and services	Information about accessibility of each of the institution's main buildings and services.	<p>Details of access to the University's campus and its buildings are given in <a href="#">Campus Maps</a></p> <p><a href="#">Disabled Access - Information</a></p> <p><a href="#">Assistive Technology Support</a></p>	Web or Paper		
Contacts	Details of how to get information about support for disabled people	<p>Main points of contact: Websites: <a href="#">Disability Policy</a></p> <p><a href="#">Disability Service</a></p> <p><a href="#">Student Support Services</a></p> <p><a href="#">Disability Contacts</a></p>	Web or Paper		
Strategies	The institution's strategies for improving support for disabled people and mechanisms for monitoring these	Annual Report of the Disability Services	Paper		Some information relating to this category may be withheld for reasons such as data protection, health and safety and confidentiality

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Statistics	Summary statistics on support for disability within the institution.	Annual Report of the Disability Services Annual Report of the Student Services Staff Annual Report  <b>Strathclyde Disability Statistics</b>	Paper  Paper  Paper  Web or Paper		Some information relating to this category may be withheld for reasons such as data protection, health and safety and confidentiality

## 14 Student Administration and Support

### Introduction

This category contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Course information	Degree programmes offered by the institution	<p><a href="#">Undergraduate Prospectus</a></p> <p><a href="#">Postgraduate Prospectus</a></p> <p>Website: <a href="#">Recruitment &amp; International Office</a></p> <p>Centre for Lifelong Learning programme details at Website: <a href="#">Centre for Lifelong Learning</a></p> <p>Information on the International and Graduate Office and on Opportunities to Study Abroad available on: Website: <a href="#">Exchange and Study Abroad</a></p> <p>Website: <a href="#">Information for Prospective Students</a></p>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Recruitment and admissions	The institution's admissions procedures and policies	<p><b>Student Experience &amp; Enhancement Services (SEES)</b></p> <p><b>Prospective Students</b></p> <p><b>Recruitment &amp; International Office</b></p> <p><b>Guide for Adult Returners</b></p> <p><b>Academic Policies</b></p> <p><b>Strategic Plan</b> Statement on widening participation.</p>	Web or Paper		Some information relating to this category may be withheld for reasons such as data protection and health and safety
Fees and charges	Tuition fees and other charges to students	<p>Information on fees is given in the <b>University Regulations</b></p> <p><b>Student Guide/Finance</b></p> <p><b>Information for International Students</b></p> <p><b>Information for married students</b></p> <p><b>Cost of Living and Tuition Fees</b></p> <p>Centre for Lifelong Learning: <b>CLL Programme Brochures</b></p>	<p>Web or Paper</p> <p>Web or Paper</p>		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Scholarships and bursaries	Scholarships and bursaries available to students	<a href="#">University Regulations</a> <a href="#">Scholarships</a>	Web or Paper		
Registration	The institution's arrangements for registering students	Registry policies and procedure documents. <a href="#">Registration Process</a> <a href="#">Centre for Lifelong Learning</a>	Web or Paper		
Induction	The institution's student induction arrangements	Students' Association Fresher's Week programme is given at:  Website: <a href="#">University of Strathclyde Students' Association</a>  <a href="#">International Students:</a>  <a href="#">Induction survey</a>  On Becoming a Student  <a href="#">Mature Students' Programme</a>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Examinations	Arrangements for examinations	<p>Arrangements for examinations are given in the <b>University Regulations</b></p> <p><b>Student Guide/Examinations</b></p> <p><b>Student Experience</b></p>	Web or Paper		
Progression	Regulations governing student progression	<p>Regulations governing student progression.</p> <p><b>Student policies and procedures</b></p> <p>Regulations and practices governing changes of degree programme are given in the <b>University Regulations</b></p>	Web or Paper		
Learning support provision	Description and availability of the academic and non-academic learning support provision offered by the institution.	<p>Information on: learning development and support; personal development advice; services for students with special needs</p> <p><b>Learning and Teaching</b></p> <p><b>Personal Development workshops</b></p> <p>For services for students with special needs, see <b>Category 13 - Support for Disabled People</b></p>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
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) are given in the <a href="#">University Regulations</a>	Web or Paper		Some information relating to this category may be withheld for reasons such as data protection
Student records	The institution's policies on the collection, maintenance and use of personal information about students.	<a href="#">University Regulations</a> Website: <a href="#">Data Protection</a> <a href="#">University Data Protection Policy</a> <a href="#">Arrangements for making subject access requests</a> <a href="#">Data Protection Privacy Notice for Students</a>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
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 are given in the <a href="#">University Regulations</a>  <a href="#">Policies &amp; Procedures</a>	Web or Paper		Some information relating to this category may be withheld for reasons such as data protection
Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	<a href="#">Student Accommodation</a>  Resident's Charter – <a href="#">Code of Conduct for Students Living in University Residences</a>  <a href="#">Admissions Policy</a>  Visiting Glasgow Accommodation leaflet  <a href="#">Bed and Breakfast in Glasgow</a> <a href="#">Self-Catering in Glasgow</a>	Web or Paper		
Graduation arrangements	Information about awards ceremonies	Dates and details of Ceremonies for the current academic year are given in the <a href="#">University Regulations</a>  <a href="#">Graduation Information Pack</a>  <a href="#">Information about Awards and Ceremonies</a>	Web or Paper  Paper  Web or Paper		Some information relating to this category may be withheld for reasons such as data protection

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Student complaints	Procedures for dealing with student complaints about the institution	<p><b>Student Complaints</b></p> <p><b>Complaints procedure</b></p>	<p>Web or Paper</p> <p>Web or Paper</p>		Some information relating to this category may need to be withheld for reasons such as data protection, health and safety and confidentiality

Category Name	Category Description	<u>Examples/Comments</u>	Format of Information	Fee	Withheld Information
Student facilities	Description of the academic, leisure and other facilities and services available to students	<p><b>Undergraduate Prospectus</b></p> <p><b>Postgraduate Prospectus</b></p> <p><b>Student Experience and Enhancement</b></p> <p><b>Accommodation</b></p> <p><b>Catering Services</b></p> <p><b>Computing Facilities</b></p> <p><b>Student Support Services</b></p> <p><b>Student Counselling Service</b></p> <p><b>Chaplaincy</b></p> <p><b>Disability Service</b></p> <p><b>Student Support and Wellbeing</b></p> <p><b>Strathclyde Sport</b></p> <p><b>Student Finance</b></p> <p>Advice for International Students  <b>Student Experience &amp; Enhancement Services</b></p>	Web or Paper		Some information relating to this category may need to be withheld for reasons such as data protection, health and safety, commercial interests and confidentiality

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	Information is given in the <a href="#">University Regulations</a>  Students' Association <a href="#">Union Policy and the Constitution</a>  The University Registry also provides: Notice to all Students: Education Act 1994 Part II : Student Unions	Web or Paper  Paper		Some information relating to this category may need to be withheld for reasons of data protection, health and safety and commercial interests
Students Union/ Association <sup>1</sup>	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.  <a href="#">Student Representation through USSA</a>  <a href="#">University of Strathclyde Students' Association</a>	Web or Paper		Some information relating to this category may need to be withheld for reasons of data protection, health and safety and commercial interests

<sup>1</sup> 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.

## 15 Teaching Quality

### Introduction

This category contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided.<sup>2</sup>

Category name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Programme approval	Programme approval and monitoring arrangements	<p><a href="#">University Regulations</a></p> <p><a href="#">Enhancement Led Institutional Review</a></p> <p><a href="#">Strategic Plan</a></p> <p><a href="#">Internal Audit reviews</a></p> <p><a href="#">Quality Framework</a></p> <p><a href="#">Faculty Board Reports to Senate</a></p>	<p>Web or Paper</p> <p>Paper</p>		Some information relating to this category may be withheld for reasons of data protection, commercial interests and effective conduct of public affairs

<sup>2</sup> 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 Category (Section 18).

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Assessment	Assessment procedures and summaries of reviews of their effectiveness	<p><b>University Regulations</b></p> <p><b>Senate</b></p> <p><b>Summative Assessment</b></p> <p><b>Quality and Enhancement</b></p> <p><b>Postgraduate Instructional Programmes</b></p> <p><b>Academic Dishonesty</b></p> <p><b>Enhancement Led Institutional Review</b></p>	Web or Paper		
Student satisfaction	Summary results of any institutional mechanisms for measuring student satisfaction with their HE experience	<p><b>Enhancement Led Institutional Review</b></p> <p><b>Student Complaints Procedure</b></p> <p><b>National Student Survey</b></p> <p><b>Survey Results - National Student Survey</b></p>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Institutional internal reviews	Summary of the findings of the institution's own internal reviews of quality and standards	<p><b>Enhancement Led Institutional Review</b></p> <p>Summary of Faculty Annual Reports</p> <p>Reports produced for HESA and HEFCE on performance indicators are available: <b>HESA</b></p> <p><b>Research Excellence Framework</b></p>	<p>Web</p> <p>Paper</p> <p>Web or Paper</p>		
Professional accreditation of courses by external bodies	The nature and duration of accreditation by professional statutory or regulatory bodies, including accreditation and monitoring reports	<p><b>Strathclyde Business School Accreditation</b></p> <p><b>Architecture Professional Accreditation</b></p> <p><b>Pure &amp; Applied Chemistry</b></p>	Web or Paper		Some information relating to this category may be withheld for reasons such as data protection, commercial interests or effective conduct of public duties

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
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.  List of joint awards  <b>Strategic Plan</b>  <b>Courses and Programmes</b>	Paper  Paper  Web  Web		Some information relating to this category may be withheld for reasons such as data protection, commercial interests or effective conduct of public duties
Assessments of the institution's provision by the QAA	QAA <sup>3</sup> reports.	<b>Individual QAA reports</b>  <b>Website: QAA</b>  <b>Reflective Analysis</b>	Paper  Web  Web or Paper		Available elsewhere

<sup>3</sup> QAA: Quality Assurance Agency

## 16 Information Services

### Introduction

This category covers those functions within the institution that provide access to information for 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 category.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
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 the library is given at: <a href="#">Information about the Library</a> <a href="#">Library Regulations</a>	Web or Paper		
Computing facilities	<b>Availability and conditions of use of computing facilities</b>	Information about who can access systems and services and the facilities that they can access.  <a href="#">Information Technology Services</a> <a href="#">Information Security</a>	Web or Paper		

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Other information facilities	Availability and conditions of use of facilities	Other services and facilities include:  <b>Information Services</b>  <b>Information Technology Services</b>	Web or Paper		
Major strategy documents	High-level aims and strategies of information services units	<b>Information Services Directorate</b>  <b>Information Systems development Framework</b>  <b>Collections Development and Management Statement</b>	Web or Paper		
Collections	Scope of major collections held by the institution	Guides and catalogues to collections, including the library public access catalogue. Access arrangements, including charges  <b>Library</b>  Library: <b>Special Collections</b>	Web          Paper		Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Collection strategy	Collection management and preservation strategies	Collection management and preservation strategies, including policy on disposal of stock  <b>Collections Development and Management Statement</b>  <b>Archives</b>  Customer Service Plan	Web or Paper    Paper		
Open archives	Information about records held by the institution's archive facilities for permanent preservation and designated as open irrespective of the date of creation.	This category includes information about all third party archive material placed in the care of the institution for permanent preservation which is available for general access. The date of adoption of the MPS is irrelevant to this category.  <b>University Archives</b>  <b>Reading Room Regulations</b>	Web  Web		Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Other archive facilities and special collections	Description of the institution's archive facilities and special collections	<p>This category includes information about archives and archival material relating both to the institution's business and to third party archive material gifted to the institution and upon which access restrictions have been placed by the institution or the donor. Catalogues (manual or online) are available: see</p> <p><a href="#">University Archives Catalogue</a></p> <p><a href="#">University Archives</a></p> <p><a href="#">Special Collections</a></p> <p><a href="#">University Records Centre</a></p> <p><a href="#">Records Management Policy</a></p>			Material referenced by catalogue will generally be exempted as otherwise accessible under s25 of the Act, since it is available in terms of the 'Library Facilities' category above

## 17 External and Community Relations

### Introduction

This category 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 categories are already made available to the public by some means.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Alumni	Arrangements for keeping in touch with former staff and students	<p><a href="#">Alumni at Strathclyde</a></p> <p><a href="#">Alumni Groups</a></p> <p><a href="#">Events and Reunions</a></p> <p><a href="#">Alumni Publications</a></p> <p>For information on Alumni Groups Visit <a href="#">Alumni Community</a></p>	Web or Paper		Some information relating to this category may be withheld for reasons such as data protection and health and safety

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Community Relations	Description of the facilities and services available to the local community	<p>Booking details for conference, accommodation and catering facilities available for visitors and the local community are given at Residence and Catering Services</p> <p><b>Accommodation</b></p> <p><b>Catering Services</b></p> <p><b>Conferencing and Events</b></p> <p>Information on the Centre for Lifelong Learning is given at: <b>Centre for Lifelong Learning</b></p> <p><b>Evening and Weekend Courses for Adults</b></p> <p><b>Learning in Later Life Programme</b></p> <p><b>Age-Friendly Academy</b></p>	Web or Paper		
Development activities	Promotional material relating to institutional fundraising objectives	<p><b>Undergraduate Prospectus</b></p> <p><b>Postgraduate Prospectus</b></p> <p><b>Alumni &amp; Development</b></p> <p><b>Alumni Fund</b></p> <p><b>Strathclyde People</b></p> <p><b>Research &amp; Knowledge Exchange Services</b></p>	Web or Paper		Some information relating to this category may be withheld for reasons of data protection, commercial interests and effective conduct of public affairs

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Public Relations	Information created specifically to publicise facilities and activities.	<p><b>Media &amp; Corporate Communications</b></p> <p><b>Press Releases</b></p> <p><b>The Telegraph</b> - Student newsletter</p> <p><b>Undergraduate Prospectus</b></p> <p><b>Postgraduate Prospectus</b></p> <p><b>Research Profile</b></p> <p><b>Alumni Publications</b></p> <p><b>Accommodation</b></p> <p><b>Catering Services</b></p> <p><b>Conferencing and Events</b></p> <p><b>Information for Visitors</b></p> <p><b>Parking</b></p>	<p>Web or Paper</p> <p>Paper</p>		

## 18 Government and Regulator Relations

### Introduction

This category covers information the institution provides to government and external regulators and information provided to the Scottish Funding Council for monitoring purposes. By virtue of its nature most institutions will probably find that the majority of these categories 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 with which the institution has links.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Funding body statistical reports and returns	Information that the institution is legally obliged to make available to its funding body	Scottish Funding Council statistical returns <a href="#">SFC</a>  <a href="#">Financial Statements</a>	Available from SFC Paper copy on request		Available elsewhere
Other statutory reports	Information which the University is legally required to publish	Submissions made to government and external regulators will be made available once the external body produces its final report in response  Website: <a href="#">HESA</a>  <a href="#">Financial Statements</a>	Available from relevant external body  web		Available elsewhere

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Information on student admission, progression and completion	Statistical information on these matters which the institution is required by the Funding Council to publish	<p>See also Categories 8.14 Student Administration and Support and 8.15 Teaching Quality.</p> <p>Available once the submissions made by the University are produced in a final report by the external body.</p> <p>Website: <a href="#">SFC</a></p> <p>Website: <a href="#">HESA</a></p> <p>Website: <a href="#">QAA</a></p>	<p>Available from SFC, HESA or QAA</p> <p>Paper copy on request</p>		<p>Available elsewhere</p> <p>Certain material will be exempt from disclosure where it contains personal information or information which, if released, may substantially prejudice the commercial interests of any person.</p>

## 19 Open Data

### Introduction

This category covers open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

Category Name	Category Description	Examples/Comments	Format of Information	Fee	Withheld Information
Open Access	Information about the programme of Open Access - free unrestricted online access to publicly funded scholarly research as soon as possible after the point of publication.	<a href="#">Open Access programme</a>	Web		
Research outputs and activity	Strathprints institutional repository is a digital open archive of University of Strathclyde research outputs. It has been developed to disseminate Open Access research outputs, expose data about those outputs, further the goals of open science, and enable the management and persistent access to Strathclyde's intellectual output.  Pure is the University of Strathclyde's research information portal.	<a href="#">Strathprints</a>  <a href="#">Pure</a>	Web		
Open datasets	Statistical information relating to staff and students	<a href="#">HESA – Higher Education Statistical Agency</a>  <a href="#">SFC – Scottish Funding Council</a>  <a href="#">Scottish Government</a>	Web		