

UNIVERSITY OF GLOUCESTERSHIRE PUBLICATION SCHEME

Section 19, of the [Freedom of Information Act](#) (FOIA) 2000 requires every Public Authority to adopt and maintain a Publication Scheme. The University of Gloucestershire has adopted the Information Commissioner's [Model Publication Scheme for Higher Education](#) and is committed to routinely publishing the information to comply with its obligations under the FOIA. The scheme commits us to making a significant amount of information easily and routinely available to the public and we strive to be as open as possible in our attitudes, policies and processes. The contents of the scheme can be accessed below.

Information covered by the Publication Scheme

1. Who we are and what we do

This relates to organisational information, structures, locations and contacts.

2. What we spend and how we spend it

This section includes financial information relating to projected and actual income and expenditure, tendering, procurement and contracts, audits and reviews.

3. What our priorities are and how we are doing

This section includes strategies and plans, performance information, audits, inspections and reviews.

4. How we make decisions

Information on decision-making processes and records of decisions.

5. Our policies and procedures

This section covers the University's current written protocols, policies and procedures for delivering our services and responsibilities.

6. Lists and registers

This section contains information held in registers required by law and other lists and registers relating to the functions of the University.

7. The services we offer

Information about the services the University provides including courses, guidance and newsletters (relates to current information only).

1. Who we are and what we do

This relates to organisational information, structures, location and contacts

	Information	Available from
Legal Framework	About the University	http://www.glos.ac.uk/Pages/default.aspx
	University Statutes	http://www.glos.ac.uk/docs/download/governance/articles-of-association.pdf
	Governance Code of Practice	http://www.glos.ac.uk/docs/download/governance/governance-code-of-practice.pdf
How the institution is organised	University Council	http://www.glos.ac.uk/governance/council/pages/university-council.aspx
	Academic Departments	http://www.glos.ac.uk/faculties-and-schools/Pages/faculties.aspx
	Administrative Departments	http://www.glos.ac.uk/visit/pages/staff-contact-directory.aspx
	Job Vacancies	http://www.glos.ac.uk/jobs/Pages/jobs.aspx
Location and contact details	University Committees	Please contact: www.foi@glos.ac.uk
	Location maps / directions	http://www.glos.ac.uk/visit/pages/how-to-find-us.aspx
Lists of, & information relating to, organisations which the University has responsibility for, works in partnership with, those it sponsors and companies it wholly or partially owns	Contact details	http://www.glos.ac.uk/visit/pages/contact-us.aspx http://www.glos.ac.uk/visit/pages/staff-contact-directory.aspx
	Collaborative Provision	http://www.glos.ac.uk/partnerships/pages/business-and-partnerships.aspx http://www.glos.ac.uk/docs/download/business/collaborative-partners-and-courses.pdf
Student activities	Partnerships	http://www.glos.ac.uk/partnerships/pages/business-and-partnerships.aspx http://www.glos.ac.uk/study/international/pages/into-centre.aspx
	Students' Union	http://www.glos.ac.uk/life/societies/pages/students-union.aspx
Student activities	Students' Charter	http://www.glos.ac.uk/docs/download/equality/student-charter-2015-16.pdf
	Admissions Policy	http://www.glos.ac.uk/docs/download/Equality/admissions-policy.pdf
	Code of Conduct	http://www.glos.ac.uk/docs/download/Equality/code-of-conduct.pdf

2. What we spend and how we spend it

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

	Information	Available from
Funding / Income	Tuition Fees	http://www.glos.ac.uk/life/finance/pages/fees.aspx http://www.glos.ac.uk/docs/download/Finance/2016-17-tuition-fee-and-bursary-policy.pdf
	Charitable status details	http://www.glos.ac.uk/docs/download/Governance/Council-member-charitable-status-update.pdf
Financial statements, budgets and variance reports	Financial Statements	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx
	Budgets and forecast information	http://www.glos.ac.uk/docs/download/finance/financial-statements/financial-statements-2015.pdf http://www.glos.ac.uk/docs/download/finance/financial-statements/financial-statements-2014.pdf http://www.glos.ac.uk/docs/download/finance/financial-statements/financial-statements-2012.pdf
Financial audit reports	Audit guidelines	http://www.glos.ac.uk/docs/download/finance/financial-statements/financial-statements-2015.pdf
	Annual Audit reports	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx
Capital Programme	Procurement reports	Information regarding major plans for capital expenditure is available in the University's financial statements: http://www.glos.ac.uk/docs/download/finance/financial-statements/financial-statements-2015.pdf http://www.glos.ac.uk/partnerships/pages/procurement.aspx
	Capital spend	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx
Capital Projects	Procurement reports	Information regarding major plans for capital expenditure is available in the University's financial statements: http://www.glos.ac.uk/docs/download/finance/financial-statements/financial-statements-2015.pdf http://www.glos.ac.uk/partnerships/pages/procurement.aspx
	Capital spend	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx
Financial regulations / procedures	Financial Regulations	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx

	Information	Available from
Staff allowances and expenses	Employee expenses	Please contact FOI@glos.ac.uk
	Allowances	Please contact FOI@glos.ac.uk
Staff pay and grading structures	Senior staff salaries >£100K	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx
	Salary scales	Please contact FOI@glos.ac.uk
Procurement and tender procedures	Procurement	http://www.glos.ac.uk/partnerships/pages/procurement.aspx
	Contracts	Information regarding the University's major contracts will be available on request subject to FOI exemptions regarding commercial interests, confidentiality and future publication. Please contact FOI@glos.ac.uk
	Register of Suppliers	https://www.contractsfinder.service.gov.uk/Search
Research funding	Research Strategy	http://www.glos.ac.uk/docs/download/research/research-strategy-12-13.pdf http://www.glos.ac.uk/docs/download/business/university-strategy.pdf
	Research funding	http://www.glos.ac.uk/life/finance/Pages/funding.aspx

3. Our Priorities and how we are doing

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

	Information	Available from
Institutional aims	University Values	http://www.glos.ac.uk/docs/download/Business/university-strategy.pdf
	Annual report	http://www.glos.ac.uk/governance/pages/governance-and-structure.aspx
Corporate and Business plans	Current University Strategic Plan	http://www.glos.ac.uk/docs/download/Business/university-strategy.pdf
University Strategies and plans	Academic Strategy	http://www.glos.ac.uk/docs/download/Business/academic-strategy.pdf
	People and culture strategy	http://www.glos.ac.uk/docs/download/Business/people-culture-strategy.pdf
	Carbon management plan	http://www.glos.ac.uk/docs/download/Sustainability/Carbon-Management-Plan.pdf
	Carbon strategy	http://www.glos.ac.uk/docs/download/Sustainability/Carbon-Strategy-2010-2020.pdf
	Procurement strategy	http://www.glos.ac.uk/docs/download/Sustainability/Waste-Management-Strategy.pdf
	Sustainability strategy	http://www.glos.ac.uk/sustainability/Pages/sustainability.aspx
Academic Quality and Standards	Waste management strategy	http://www.glos.ac.uk/docs/download/Sustainability/Waste-Management-Strategy.pdf
	Quality and Standards	http://www.glos.ac.uk/governance/pages/quality-standards.aspx
Estates Development	Quality Assurance Handbook	http://www.glos.ac.uk/governance/Documents/academic-quality-and-partnerships-handbook.pdf
	Oxstalls and Pittville campus	http://www.glos.ac.uk/discover/campuses/pages/oxstalls-development-proposal.aspx http://www.glos.ac.uk/news/estates/pages/pittville-village.aspx
External and internal audit; review information	Annual monitoring	http://www.glos.ac.uk/governance/Documents/academic-quality-and-partnerships-handbook.pdf (section 4B)
Corporate relations	Partnerships	http://www.glos.ac.uk/partnerships/pages/business-and-partnerships.aspx
	Collaborative partners	http://www.glos.ac.uk/docs/download/business/collaborative-partners-and-courses.pdf
	Community and public engagement	http://www.glos.ac.uk/sustainability/Pages/sustainability.aspx
Government and Regulatory reports	Higher Education Funding Council for England (HEFCE)	www.hefce.ac.uk
	Higher Education statistics Agency (HESA)	www.hesa.ac.uk/

	Information	Available from
Government and Regulatory reports	OFSTED	www.ofsted.gov.uk/
	Quality Assurance Agency (QAA)	www.qaa.ac.uk
	The Teaching Agency	www.education.gov.uk/get-into-teaching
The University's compliance with its duties under the Equality Act 2010		http://www.glos.ac.uk/life/support/pages/equality-and-diversity.aspx

4. How we make decisions

Decision making processes and records of decisions

	Information	Available from
Agendas and minutes from Committees and Boards	University Committees	Please contact FOI@glos.ac.uk
	Chairs and Officers of University council and council committees	http://www.glos.ac.uk/governance/council/pages/university-council.aspx
University Council	Council Scheme of Delegation	http://www.glos.ac.uk/docs/download/governance/scheme-of-delegations.pdf
	Council members	http://www.glos.ac.uk/docs/download/Governance/Council-members.pdf
Academic Governance	Governance Code of Practice	http://www.glos.ac.uk/docs/download/governance/governance-code-of-practice.pdf
	Statement of primary responsibilities	http://www.glos.ac.uk/docs/download/Governance/statement-of-primary-responsibilities.pdf

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

	Information	Available from
Policies and procedures for conducting University Business	Personnel Handbook	Please contact FOI@glos.ac.uk
	Staff development	Please contact FOI@glos.ac.uk
	Equality and Diversity	http://www.glos.ac.uk/life/support/pages/equality-and-diversity.aspx
	Recruitment and selection	Please contact FOI@glos.ac.uk
	Health and Safety	Please contact FOI@glos.ac.uk
	Quality Assurance	http://www.glos.ac.uk/governance/pages/quality-standards.aspx
	Records Management	http://www.glos.ac.uk/governance/information/pages/records-management.aspx
Procedures and policies for conducting University business	Research	http://www.glos.ac.uk/research/Pages/research.aspx
	Freedom of Information policy	http://www.glos.ac.uk/governance/information/pages/freedom-of-information.aspx
	Data Protection policy	http://www.glos.ac.uk/governance/information/pages/data-protection.aspx
Procedures and policies relating to academic services	Faculties and Schools	http://www.glos.ac.uk/faculties-and-schools/Pages/faculties.aspx
	Academic appeals	http://www.glos.ac.uk/governance/pages/appeals-and-complaints.aspx
	Student complaints	http://www.glos.ac.uk/governance/pages/appeals-and-complaints.aspx
	Assessment offences	http://www.glos.ac.uk/docs/download/business/assessment-handbook-principles-and-procedures-2015-16.pdf http://www.glos.ac.uk/docs/Pages/default.aspx
Procedures and policies relating to student services	Accommodation	http://www.glos.ac.uk/life/accommodation/Pages/accommodation.aspx
	Accreditation of Prior Learning (APL)	http://www.glos.ac.uk/docs/download/admissions/accreditation-of-prior-learning-policy.pdf
	Admissions	http://www.glos.ac.uk/docs/download/equality/admissions-policy.pdf
	Assessment offences	http://www.glos.ac.uk/docs/download/business/assessment-handbook-principles-and-procedures-2015-16.pdf http://www.glos.ac.uk/docs/Pages/default.aspx
	Enrolment	http://www.glos.ac.uk/study/undergraduate/pages/enrolling-with-the-university.aspx
	Student charter	http://www.glos.ac.uk/life/pages/student-charter.aspx

	Information	Available from
	Students' Union	http://www.glos.ac.uk/life/societies/pages/students-union.aspx
	Student Services	http://www.glos.ac.uk/life/support/pages/student-support.aspx http://www.glos.ac.uk/docs/Pages/default.aspx
	Whistleblowing policy	http://www.glos.ac.uk/docs/download/Key/student-whistleblowing-procedures.pdf
Procedures and policies relating to human resources	Personnel Handbook	Please contact FOI@glos.ac.uk
	Equality and Diversity	http://www.glos.ac.uk/life/support/pages/equality-and-diversity.aspx
Pay policy statement	Payroll	Please contact FOI@glos.ac.uk
Procedures and policies relating to recruitment	Job opportunities	http://www.glos.ac.uk/jobs/Pages/jobs.aspx
Code of Conduct for members of governing bodies	Articles of Association	http://www.glos.ac.uk/docs/download/governance/articles-of-association.pdf
Equality and Diversity policies; Equality Scheme	Equality and Diversity	http://www.glos.ac.uk/life/support/pages/equality-and-diversity.aspx
Health and Safety		Health and Safety Policy statement
Estate Management		http://www.glos.ac.uk/docs/download/sustainability/sustainable-catering-policy.pdf
Complaints Policy	Student complaints	http://www.glos.ac.uk/governance/pages/appeals-and-complaints.aspx
Records Management and personal data policies	Data Protection	http://www.glos.ac.uk/governance/information/pages/data-protection.aspx
	Freedom of Information	http://www.glos.ac.uk/governance/information/pages/freedom-of-information.aspx
	Records Management	http://www.glos.ac.uk/governance/information/pages/records-management.aspx
Research policy and strategy		http://www.glos.ac.uk/research/Pages/research.aspx
Publicly funded research outputs and data	Research	http://www.glos.ac.uk/research/Pages/research.aspx
	Guidance for RCUK Policy on Access to research outputs	http://www.rcuk.ac.uk/
Charging regimes and policies	Charges made for information routinely published	The University has a policy upon charging for the release of information, which can be found in the Freedom of Information Policy http://www.glos.ac.uk/governance/information/pages/freedom-of-information.aspx
Prevent	Policy relating to UK Prevent Strategy	http://www.glos.ac.uk/life/pages/student-charter.aspx

6. Lists and Registers

information held in registers required by law and other lists and registers relating to the functions of the University.

	Information	Available from
List and Registers	Any information we are currently legally required to hold in publicly available registers	The University's notification of its uses of personal data is hosted externally by the Information Commissioner's Officer in the Public Register of Data Controllers. https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/
	Asset registers	Please contact FOI@glos.ac.uk
	Collaborative partners	http://www.glos.ac.uk/docs/download/business/collaborative-partners-and-courses.pdf
	Information asset register	Please contact FOI@glos.ac.uk
	Register of interests	Please contact FOI@glos.ac.uk
	Register of Gifts / Hospitality	Please contact FOI@glos.ac.uk
	List of Honorary Degrees awarded by the University	http://www.glos.ac.uk/discover/heritage/pages/honorary-degree-recipients.aspx
Senior staff's declaration of interests	Staff research	http://www.glos.ac.uk/research/Pages/research.aspx

7. The services we offer

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

	Information	Available from
Prospectus	Undergraduate courses	http://www.glos.ac.uk/study/undergraduate/pages/undergraduate-degrees.aspx
	Postgraduate courses	http://www.glos.ac.uk/study/postgraduate/Pages/postgraduate-degrees.aspx
	Research degrees	http://www.glos.ac.uk/research/pages/research-degrees.aspx
	Professional courses	http://www.glos.ac.uk/study/professional/pages/professional-courses.aspx
	International student guide	http://www.glos.ac.uk/study/international/Pages/international-students.aspx
Course content		See above prospectus links
Course fees		http://www.glos.ac.uk/life/finance/pages/fees.aspx
Funding, such as grants and bursaries, available to students	Undergraduate funding	http://www.glos.ac.uk/life/finance/pages/funding.aspx
	Research funding	http://www.glos.ac.uk/life/finance/Pages/funding.aspx
	Fee waivers, scholarships, bursaries and awards	http://www.glos.ac.uk/life/finance/pages/funding.aspx#waivers
Services for which the university is entitled to recover a fee	Tuition fees	http://www.glos.ac.uk/life/finance/pages/fees.aspx
	Accommodation fees	http://www.glos.ac.uk/life/accommodation/pages/accommodation.aspx
	Use of Library Resources	http://www.glos.ac.uk/life/libraries/pages/libraries-guidelines-and-regulations.aspx
	Parking permits	http://store.glos.ac.uk/browse/category.asp?compid=1&modid=1&catid=2
	Replacement award certificate	http://www.glos.ac.uk/docs/download/partnerships/obtaining-certificates-and-transcripts.pdf
	Certified copy of an award certificate	
	Verification of award/attendance letter	
	Transcripts	
	Syllabus	
English language courses	http://www.glos.ac.uk/study/international/pages/english-language-courses.aspx	

	Information	Available from
	Seminars, trips and excursions	http://store.glos.ac.uk/browse/category.asp?compid=1&modid=1&catid=16
	Award Ceremonies	https://glosgraduation.wordpress.com/
Welfare and counselling services	Counselling	http://www.glos.ac.uk/life/support/pages/counselling.aspx
	Disability and Dyslexia	http://www.glos.ac.uk/life/support/pages/disability-and-dyslexia.aspx
	Mental health and wellbeing	http://www.glos.ac.uk/life/support/pages/mental-health-and-wellbeing.aspx
Careers	Career Management	http://www.glos.ac.uk/life/support/pages/career-development.aspx
Chaplaincy services		http://www.glos.ac.uk/life/support/pages/faith-and-religion.aspx http://www.glos.ac.uk/docs/download/support/faith/chaplaincy-leaflet.pdf
Sports and recreational facilities	Universal sport	http://www.glos.ac.uk/life/societies/pages/sports-for-fun.aspx
	Students' Union sporting activities	http://www.glos.ac.uk/life/societies/pages/competitive-sports.aspx http://www.glos.ac.uk/life/societies/pages/sports-for-fun.aspx
	Students' Union activities	http://www.glos.ac.uk/life/societies/pages/students-union.aspx
	Universal sport	http://www.glos.ac.uk/life/societies/pages/sports-for-fun.aspx
Facilities relating to music, art and other cultural activities	Chaplaincy activities	http://www.glos.ac.uk/docs/download/support/faith/chaplaincy-leaflet.pdf
	Community engagement projects	http://www.glos.ac.uk/sustainability/Pages/sustainability.aspx
Museums, libraries, special collections and archives	University archives and special collections	http://www.glos.ac.uk/life/libraries/pages/special-collections-and-archives.aspx
	Libraries	http://www.glos.ac.uk/life/libraries/pages/libraries.aspx
Advice and guidance	Business Partnerships	http://www.glos.ac.uk/partnerships/Pages/business-and-partnerships.aspx
Media releases	Communications	http://www.glos.ac.uk/news/pages/press-office.aspx