

Freedom of Information Act



Definition document for Universities

This guidance gives examples of the kinds of information that we would expect universities to provide in order to meet their commitments under the model publication scheme. We would expect universities to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the response.

Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.

- **Contracts**

We would expect normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

- **Research funding**

Information about Government, Research Councils, European, international and industrial funding for research together with information about the management of research accounts.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous three years.

Below is a list of the type of information that we would expect universities to have readily available for publication. Any other reports or recorded information demonstrating the university's planned or actual performance should normally be included.

- **Annual report**
- **Corporate and business plans**
- **Teaching and learning strategy**
- **Academic quality and standards**

Information on the University's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.

- **External review information**

This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.

- **Corporate relations**

Information relating to the University's links with employers and the development of learning programmes.

- **Government and regulatory reports**

student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.

- **Procedures and policies relating to human resources**

clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.
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Lists and registers

We expect this to be information contained only in currently maintained lists and registers.

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availability of catalogues. (Further guidance is available in that provided for bodies responsible for managing museums, collections and archives.)

- **Conference facilities**
- **Advice and guidance**
- **Local campaigns**
- **Media releases**