



**ST EDMUND'S COLLEGE**

**PUBLICATION SCHEME**

**December 2003**

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**Table of Contents**

**INTRODUCTION**

1. Legal requirement	5
2. What is a publication scheme?	5
3. The 'model' publication scheme for higher education	5
4. Who we are	6
5. Accessing information covered by the scheme	7
6. What about information not covered by the scheme?	8
7. Copyright	9
8. Feedback	9
9. Further information	10

**THE PUBLICATION SCHEME** 11

1. Governance	12
1.1 Legal framework	12
1.2 Governance structure	12
1.3 How the College is organised	14
1.4 Information on the institutional context	15
1.5 Management structure	15
2. Financial Resources	15
2.1 Finance	15
2.2 Resource planning	16
3. Human Resources	17
3.1 Employment and employee relations	17
3.2 Equal opportunities	18
3.3 Staff development	18
4. Physical Resources	18

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4.1	Estates	18
5.	Student Administration and Support	19
5.1	Information on student admission, progression and completion	19
5.2	Student accommodation	20
5.3	Student administration	20
5.4	Student admission and Registration	20
5.5	Student discipline	21
5.6	Student learning support services	22
5.7	Student liaison	22
5.8	Student policies	22
5.9	Student welfare	23
5.10	Student associations and activities	23
6.	Information Services	23
6.1	Availability and conditions of use of facilities	23
6.2	Mission statements and related documents	24
6.3	Policies with regard to data and information	24
6.4	Procurement and disposal policies	24
6.5	Scope of collections held	25
7.	Teaching and Learning	25
7.1	Academic year dates	25
7.2	External review information	26
7.3	Graduation information	26
7.4	Information on the College's internal procedures for assessing academic quality and standards	27
7.5	Qualitative data on the quality and standards of learning and teaching	27
7.6	Staffing structure of schools/departments	28
7.7	Student assessment strategy	28
7.8	Tuition fees	28
8.	Research and Development	28
8.1	Committees	28
8.2	Funding	29

9. External Relations	29
9.1 Alumnae	29
9.2 Fundraising	30
9.3 Government and regulator regulations	30
9.4 Marketing and recruitment	31
9.5 Public relations	31
ANNEX A – PUBLICATION SCHEME FEES	32

## INTRODUCTION

The St Edmund's College Cambridge publication scheme has been produced under section 19 of the Freedom of Information Act 2000. It aims to help you find information about the College easily and quickly.

### 1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

### 2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's **commitment** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

### 3. The 'model' publication scheme for higher education

- 3.1 St Edmund's College has developed the model publication scheme prepared for the Higher Education sector and is committed to publishing the information it describes.
- 3.2 This model is designed for universities across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at: [www.jisc.ac.uk/index.cfm?name=mps\\_overview](http://www.jisc.ac.uk/index.cfm?name=mps_overview)

#### 4. Who we are

- 4.1 St Edmund's College is a college within the University of Cambridge that provides opportunities for men and women aged 21 and over to study for any undergraduate or postgraduate degree.
- 4.2 St Edmund's College has a formal constitution that is set out in the Statutes, and supplemented by lesser rules of procedure known as Ordinances. The Statutes are binding, legal rules which can be changed only with the permission of the Queen in Council: that is to say, they have the force of an act of parliament. The Statutes define the College as 'a place of education, religion, learning, and research'.
- 4.3 St Edmund's College is a self-governing academic community within the University of Cambridge. The Governing Body, which exercises final authority within the College, is made up of the Master and Fellows. The Governing Body meets once each term. The Governing Body administers the affairs of the College and is responsible for the management of its property and income. To do this, it is supported by a number of committees, which report directly to it. Major decisions are referred to the Governing Body for approval.
- 4.4 The head of the College is the Master, who chairs all the major committees and is responsible for protecting and furthering the interests of the College. The Master's deputy is the Vice-Master, who is elected from among the Fellows for periods of four years at a time, and takes over in the Master's absence.
- 4.5 The Fellowship includes Research Fellows (generally post-doctoral scholars), Professors and Emeritus Fellows (generally long-serving retired Fellows). Most of the Fellows are Academic Officers (Tutors, Directors of Studies, and College Lecturers), many of whom also hold posts as University Teaching Officers in one or other of the Faculties or Departments of the University. The principal Academic Officer is the Senior Tutor, who has overall responsibility for the educational work of the College. The Fellowship also includes Official Fellows who generally work in the College full-time. The Official Fellows can include the Bursar, who is responsible for the College's finance and budgets and runs the administration, and who is also responsible for the management of domestic services.
- 4.6 All members of the College with an MA or higher degree (an MPhil, PhD, etc.) are Senior Members of the College, and are kept informed through an Annual Report of the educational and general condition of the College and the activities and achievements of other members (The Record). Members of the College who are resident in Cambridge and studying for a degree are classified as Junior Members and are said to be *in statu pupillari*. The College currently has around 280 students with two-thirds studying for a postgraduate degree.

- 4.7 Since its foundation in 1896, the College has sought to widen participation in higher education, and more specifically has developed a leading role in promoting accessibility to Higher Education for mature students.
- 4.8 For administrative purposes, the College is divided into the following: St Edmund's College; St Edmund's College Cambridge (private company limited by guarantee); and ED Developments Limited (provision of building facilities at the College). The latter have separate publication schemes.
- 4.9 It is a fundamental mission of the University of Cambridge that it should remain a collegiate university. St Edmund's College works closely with the University on all matters of common interest affecting the education of students and the pursuit of scholarship and research. As the College is an integral part of the University, some functions overlap and this publication scheme should be read in the context of the University of Cambridge publication scheme, which is available on request from:

The Administrative Secretary  
University of Cambridge  
University Offices  
The Old Schools  
Cambridge  
CB2 1TN

An online version is available by following links from

<http://www.admin.cam.ac.uk>

## **5. Accessing information covered by the publication scheme**

- 5.1 The classes of information published are described in the second part of the scheme.
- 5.2 Next to each class is indicated the manner in which the information described will be available. Also indicated is whether charges apply to material in each class. In classes where a £ sign is shown in the Fee column, a charge will be made. Details of the current publication scheme fees which apply are listed in an Annex to this document.
- 5.3 To request information available through the publication scheme, please contact:

The Freedom of Information Officer  
St Edmund's College  
Mount Pleasant

Cambridge

CB3 0BN

E-mail: [bursar@st-edmunds.cam.ac.uk](mailto:bursar@st-edmunds.cam.ac.uk)

5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

## **6. What about information not covered by the publication scheme?**

6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. St Edmund's College may charge a fee, which will have to be calculated according to Fees Regulations. If a fee is required, it must be paid in advance. If the fee is not paid within three months, then the request for information will lapse. Please note that in accordance with section 12 of the Freedom of Information Act, St Edmund's College reserves the right to refuse a request where, in the opinion of the Council, the cost of researching, extracting or copying the information is disproportionately high.

6.3 The Freedom of Information Act 2000 also sets out the following circumstances where the duty to disclose information does not arise: When a requester, following prompting and assistance, does not give an adequate description of the information required to allow that information to be identified; and when requests are vexatious or repeated.

6.4 St Edmund's College will not be required to release information to which an exemption in the Act legitimately applies. However, in accordance with the Act, the College is required to explain to the applicant why information is not being released and the College may also have to justify this to the Information Commissioner. These exemptions include:

- Information already available elsewhere. If this is the case the Freedom of Information Officer will endeavour to direct you to where you will find the information you require.
- Information provided in confidence. Certain information is supplied to the College in confidence. The Act obliges the College to hold this information confidentially and not to disclose it.
- Personal information. This is covered by the Data Protection Act and is only available to the individual concerned.
- Information which might endanger the physical or mental health or personal security of any individual.
- Investigations and proceedings conducted by public authorities.
- Information intended for future publication. If the College intends to publish the information you want you may have to wait until it is published before you can have access to it.
- Information which would be likely to prejudice the fund-raising or commercial interests of the College or an individual.

Please note that there are a total of twenty-three exemptions included in the Act. For a full list please contact the Information Commissioner's website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **7. Copyright**

- 7.1 St Edmund's College owns the copyright to certain publications within this scheme. Copies of these publications may be made for purposes of private study or research without permission in accordance with the Copyright, Designs and Patents Act 1988. Applications for commercial reproduction should be made in writing to the Freedom of Information Officer at the address in 5.3.

## **8. Feedback**

- 8.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please contact the Freedom of Information Officer, who would also welcome suggestions as to how the scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

The Freedom of Information Officer  
St Edmund's College  
Mount Pleasant  
Cambridge  
CB3 0BN  
E-mail: [bursar@st-edmunds.cam.ac.uk](mailto:bursar@st-edmunds.cam.ac.uk)

- 8.2 If the Freedom of Information Officer is unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**9. Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

[www.scotland.gov.uk/government/foi](http://www.scotland.gov.uk/government/foi)

## PART 2

### Main categories

This Publication Scheme (PS) has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these may be omitted if they are exempt, **provided** in all cases the College makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

### The main groups of classes of information in the PS are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. RESEARCH AND DEVELOPMENT
9. EXTERNAL RELATIONS

The columns used in this PS are shown below:

<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
Examples of the type of information that fits in this class	A brief description to aid the public in understanding what the type of information is	The medium in which the information is to be provided, i.e. paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

## 1. Governance

### Introduction

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the College, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>1.1</b>	<b>Legal Framework</b>	<b>This class contains information relating to how the College was established and its standing from the point of view of the law.</b>		
1.1.1	Memorandum and Articles of Association	The College was originally founded in 1896 as St Edmund's House, a University Lodging House mainly for RC Priests who were members of other Colleges. In 1965, St Edmund's House was granted the status of an Approved Society, with Graduate College status. In 1975, it was granted the status of an Approved Foundation and since 1973 it has been able to matriculate, in addition to research and post-graduate students, a limited number of mature and affiliated undergraduates.	Paper (on request)	£
1.1.2	Charter of Incorporation	The College was incorporated by Royal Charter and granted the status of a full College of the University of Cambridge on 6 July 1998. Please note that the original Charter is not normally made available for public consultation. A transcript from a printed version is available.	Paper (on request)	£
1.1.3	The Education (Listed Bodies) Order 1997	The College is recognised as a constituent college of the University of Cambridge and is authorised under the Education Reform Act 1988 to grant degrees.	Available from The Stationery Office, PO Box 29, St. Crispins, Duke Street, Norwich, NR3 1GN and on HMSO website: <a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>	
<b>1.2</b>	<b>Governance</b>	<b>This class contains information relating to how the</b>		

	Class	Description	Manner	Fee
	<b>Structure</b>	<b>College's management structure is organised and the function and purpose of each part of the management structure. It includes a description of the Governing Body (GB), names of members of the GB, codes of conduct for members of the GB, terms of reference, membership and mode of operation of all boards and committees in the formal structure, code of practice for College elections and committee procedures, minutes and papers of GB and supporting committees, and appointment committees and procedures.</b>		
1.2.1	College Statutes	These provide for the constitution and government of the College (including the membership and responsibilities of the Governing Body); the duties and election to office of the Master; the election and admission to Fellowships; the appointment and duties of College Officers; the conduct, discipline, grievances and dismissal of academic staff, the duties of College Members, the discipline of students; and financial matters.	Paper (on request)	£
1.2.2	Fellows	A list of Fellows of the College is provided at the start of each academic year in a special edition of the <i>Cambridge University Reporter</i> : 'Fellows of Colleges'.	Available from: <a href="http://www.admin.cam.ac.uk/reporter/">www.admin.cam.ac.uk/reporter/</a> Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ	
1.2.3	<i>Membership of Committees</i>	This sets out the composition and terms of reference of all standing committees of the Governing Body, other committees and sub-committees.	Paper (on request)	£
1.2.4	College Ordinances	These set out the procedures for appointment and reappointment of College Officers, academic staff and election to fellowships. It also contains ordinances in pursuance of the requirements of the academic staff.	Paper (on request)	£
1.2.5	<i>Procedures for Appointment &amp;</i>	This sets out appointment procedures for Offices where either an honorarium is offered or where a	Paper (on request)	£

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
	<i>Reappointment to Offices</i>	stipend is paid.		
1.2.6	Minutes & papers of committees	<p>The unreserved minutes and papers of the following committees will be made available from Michaelmas Term 2003 onwards:</p> <p>Governing Body Committees reporting to Governing Body: Council Nominations Committee</p> <p>Committees reporting to Council Tutorial Committee; Finance &amp; General Purposes Committee; Development Committee</p> <p>Please note that the minutes and papers of all committees will be edited to remove references to individuals and sensitive material. The publication date for material relating to any committee (whether papers for or minutes of that meeting) shall normally be 3 months after approval by the committee.</p>	Paper (on request)	£
<b>1.3</b>	<b>How the institution is organised</b>	<b>This class contains information relating to how the individual units of the College are organised and where each unit fits in the overall structure of the College. It includes an organisational structure chart, and a description of work/responsibilities of the College.</b>		
1.3.1	Organisation chart	Sets out line management responsibilities within the College for academic and non-academic functions.	Paper (on request)	£
1.3.2	<i>The Educational Provision of the Cambridge Colleges</i>	Provides a descriptive account of the general functions and responsibilities of the Cambridge Colleges in relation to individual students and to the University.	Available from: <a href="http://www.admin.cam.ac.uk/committee/senior_tutors/guidelines/stc_educational_provision.pdf">http://www.admin.cam.ac.uk/committee/senior_tutors/guidelines/stc_educational_provision.pdf</a>	

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>1.4</b>	<b>Information on the institutional context</b>	<b>This class includes the College's mission statement, relevant sections of the College's corporate plan, and a statement of the College's quality assurance policies and procedures.</b>		
1.4.1	Mission statement	The mission of St Edmund's College is to facilitate access to the highest standards of tertiary education at a time in their lives that suits them.		
1.4.2	Quality assurance	Please refer to 7.4		
<b>1.5</b>	<b>Management Structure</b>	<b>This class includes reference to major organisational units and the roles of Senior Managers.</b> Please refer to 1.2.1 and 1.3		

## 2. Financial Resources

### Introduction

This section covers information on the College's strategy and management of financial resources. The Bursary provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>2.1</b>	<b>Finance</b>	<b>Information in this class includes policies and procedures relating to accounts, pensions, salaries and benefits.</b>		
2.1.1	Accounts & Audit	The College Statutes set out broad principles governing the management of the accounts and audit.	Please refer to 1.2.1	
2.1.2	Pensions	General pension information is included in the <i>General Regulations &amp; Conditions of Employment of College Staff</i> , and the <i>Staff Handbook</i> . Note: revised editions are being prepared and will be available from 1 April 2004.  Some staff are members of the Cambridge Colleges' Federated Pension Scheme (CCFPS), other staff and	Paper (on request)   Information about CCFPS & USS schemes available from:	£

		fellows are members of the University Superannuation Scheme (USS).	<a href="http://www.admin.cam.ac.uk/offices/pensions/ccfps/guides">www.admin.cam.ac.uk/offices/pensions/ccfps/guides</a>  <a href="http://www.usshq.co.uk/">www.usshq.co.uk/</a>	
2.1.3	Salaries & Benefits	General information on salaries and benefits is included in the <i>General Regulations &amp; Conditions of Employment of College Staff</i> , and the <i>Staff Handbook</i> . Please see note in 2.1.2	Paper (on request)	£  £

<b>2.2</b>	<b>Resource Planning</b>	<b>This class should include information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes. It includes the annual accounts, corporate plan, and annual report.</b>		
2.2.1	Annual Accounts	The financial year is July-June. An abstract of the College Accounts is published in a special edition of the <i>Cambridge University Reporter</i> : 'Abstracts of Accounts' in the following year.	Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ	
2.2.2	Corporate Plan	Please refer to 1.4.2		
2.2.3	<i>The Record</i>	Includes reports from College Officers, fellows, staff, and various committees reporting on the activities and business of the College over the previous academic year. Published annually.	Paper: most recent report available on request (subject to availability).  In person: back copies may be consulted in the College Archive.	£

### 3. Human Resources

#### Introduction

This section covers information on the College's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures, including terms and conditions of service.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>3.1</b>	<b>Employment &amp; employee relations</b>			
3.1.1	Policies, statements, procedures & guidelines relating to recruitment	<i>Procedures for Appointment &amp; Reappointment to Offices</i> sets out the action to be taken on notification of a staff vacancy.	Please refer to 1.2.5	£
3.1.2	Statements on equality and diversity	Equal Opportunity Policy sets out policy on the recruitment and selection, and the training and promotion of staff. Equal Opportunity Monitoring Questionnaire. <i>Staff Handbook</i> contains a statement on equal opportunities. Please see note in 2.1.2	Paper (on request)	£
3.1.3	Generic terms & conditions of employment	<i>General Regulations &amp; Conditions of Employment of College Staff</i> , and the <i>Staff Handbook</i> . Please see note in 2.1.2 Standard employment contracts.	Paper (on request)	£
3.1.4	Grievance procedures & policies	Staff: <i>General Regulations &amp; Conditions of Employment of College Staff</i> , and the <i>Staff Handbook</i> . Please see note in 2.1.2 Fellows: College Statutes.	Paper (on request)	£
3.1.5	Disciplinary procedures & policies	Please refer to 3.1.4		
3.1.6	Harassment & bullying policy	<i>Staff Handbook</i> contains a statement on harassment. Please see note in 2.1.2	Paper (on request)	£
3.1.7	Health & Safety policy & procedures	The Health & Safety Policy Statement sets out the responsibilities of the College, its members and staff, and the composition of the Health & Safety Committee.	Paper (on request)	£

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
3.1.8	Job vacancies	Job vacancies within the College are published on the College website.	<a href="http://www.st-edmunds.cam.ac.uk/">http://www.st-edmunds.cam.ac.uk/</a>	
<b>3.2</b>	<b>Equal opportunities</b>	Please refer to 3.1.2		
<b>3.3</b>	<b>Staff development</b>	<b>This class should include information on staff development and training, including induction programmes, probation and appraisal.</b>		
3.3.1	Induction Checklist	Sets out list of topics to be included in an induction programme.	Paper (on request)	£
3.3.2	Policies & procedures relating to probation	<i>General Regulations &amp; Conditions of Employment of College Staff</i> contains a statement on probation. Please see note in 2.1.2	Paper (on request)	£
3.3.3	Policies & procedures relating to appraisal	<i>Procedures for Appointment &amp; Reappointment to Offices</i> contains a statement on the frequency and process of appraisal.	Paper (on request)	£
3.3.4	Policies & procedures relating to the ongoing development of staff	Fellows and staff are encouraged to apply for training courses subject to consultation with their line manager.		

#### 4. Physical Resources

##### Introduction

The Class in this section covers information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the College's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>4.1</b>	<b>Estates</b>			
4.1.1	Estates Strategy & Plan	St Edmund's College Site Strategy and Plan is currently in preparation.	Paper (on request)	£
4.1.2	Catering policies	Food Safety Code of Practice.	Paper (on request)	£

4.1.3	Cleaning policies	Cleaning Specification sets out tasks required of all domestic staff for all areas of the College.	Paper (on request)	£
4.1.4	Map of main site	The College occupies a single site.	Paper (on request)	£
4.1.5	Address of main site	St Edmund's College, Mount Pleasant, Cambridge, CB3 0BN		

## 5. Student Administration and Support

### Introduction

This section contains information on how the College manages the administration and progression of its students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	Class	Description	Manner	Fee
<b>5.1</b>	<b>Information on student admission, progression and completion</b>	<b>This class should include information on procedures and relevant statistics.</b>		
5.1.1	Student characteristics by age, gender, ethnicity, socio-economic background, disability and geographical origin	The Cambridge Intercollegiate Applications Office produces tables annually on behalf of the Admissions Forum of the Cambridge Colleges which are intended to provide a statistical analysis of applicants to the Cambridge Colleges based on UCAS data. The tables are printed in a special edition of the <i>Cambridge University Reporter</i> : 'Undergraduates: Statistics of Applications and Acceptances'.	Available from: <a href="http://www.admin.cam.ac.uk/reporter/">www.admin.cam.ac.uk/reporter/</a> Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ	
5.1.2	Data on qualifications awarded to students	Printed annually in a special edition of the <i>Cambridge University Reporter</i> : 'Class Lists', with additions published periodically throughout the year.	Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ	
5.1.3	Data on	The University Careers Service publishes an Annual	Available from:	

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
	employment /training outcomes for graduates	Report containing statistics on 'Destinations of Cambridge Graduates'.	<a href="http://www.careers.cam.ac.uk/">www.careers.cam.ac.uk/</a>	
<b>5.2</b>	<b>Student accommodation</b>	<b>This class should include information relating to accommodation services.</b>		
5.2.1	Accommodation services	The <i>Blue Book</i> (handbook for members) provides advice and information to students on a wide range of issues, including information on types of accommodation provided, rules and regulations, and conditions of tenancy and rent. The <i>Blue Book</i> is updated annually.	Paper (on request)	£
<b>5.3</b>	<b>Student administration</b>	<b>This class should include information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves. It includes policies and procedures on student records and data protection.</b>		
5.3.1	Maintenance of student records	Code of Practice for Undergraduate & Graduate Tutorial Files. Please also refer to 1.3.2	Paper (on request)	£
5.3.2	Data Protection policy & procedures	Data Protection Policy sets out the responsibilities of the College under the Data Protection Act 1998 and the Subject Access Request Procedure. Data Protection Guidance sets out advice to staff and fellows on how to comply with the Data Protection Act 1998.	Paper (on request)	£
<b>5.4</b>	<b>Student admission &amp; registration</b>	<b>This class should include information relating to the admission/registration of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central registry or equivalent and college/school/faculty staff.</b>		
5.4.1	Registry admissions &	Information on courses offered by the College for undergraduates and graduates, admission requirements,	The St Edmund's College Prospectus	

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
	registration policies & procedures	<p>how to apply, and the assessment process can be found in the following documents:</p> <p>St Edmund's College Prospectus brochure;  <i>Being a mature student at Cambridge</i>;            Cambridge University Undergraduate Prospectus;            Cambridge University Graduate Prospectus;</p>	<p>brochure is available on request, and information is also available from:  <a href="http://www.st-edmunds.cam.ac.uk/">www.st-edmunds.cam.ac.uk/</a></p> <p>All other documents can be obtained from:  <a href="http://www.cam.ac.uk/cambuniv/ugprospectus/index.htm">http://www.cam.ac.uk/cambuniv/ugprospectus/index.htm</a>            Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA  <a href="http://www.cam.ac.uk/univ/gsprospectus/">http://www.cam.ac.uk/univ/gsprospectus/</a>            Admissions Office, The Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP</p>	Free
<b>5.5</b>	<b>Student discipline</b>	<b>This class should include information relating to the conduct of disciplinary proceedings against students. It includes the code of student discipline and internal student complaint and appeals procedures.</b>		
5.5.1	Code of student discipline	College Statutes; College Ordinances; The <i>Blue Book</i> includes references concerning student discipline issued by the College and by the University.	Please refer to 1.2.1, 1.2.4, and 5.2.1	
5.5.2	Internal student complaint & appeals procedure	The <i>Blue Book</i> contains the student complaint and appeals procedures.	Please refer to 5.2.1	

<b>5.6</b>	<b>Student learning support services</b>	<b>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also appear in the Student Handbook and Prospectus in some form.</b>		
5.6.1	Learning development & support	The St Edmund's College Prospectus brochure provides information on support offered by College tutors. The <i>Blue Book</i> provides advice to students on academic and learning support offered by tutors, directors of studies and supervisors. The Senior Tutors' Committee web site provides information on roles of tutors, supervisors and directors of studies.	Please refer to 5.4.1 and 5.2.1 respectively.  <a href="http://www.admin.cam.ac.uk/committee/seniortutors">http://www.admin.cam.ac.uk/committee/seniortutors</a>	
5.6.2	Personal development advice	The St Edmund's College Prospectus brochure (see 5.6.1).		
5.6.3	Services for students with special needs	The St Edmund's College Prospectus brochure provides information on support available to students with special needs. The Disability Resource Centre web site provides further information on the support and facilities available at St Edmund's College.	Please refer to 5.4.1  <a href="http://www.cam.ac.uk/cambuniv/disability/ccguide/colleges/lcc.html">http://www.cam.ac.uk/cambuniv/disability/ccguide/colleges/lcc.html</a>	
<b>5.7</b>	<b>Student liaison</b>	<b>This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</b>		
5.7.1	Terms of reference of staff/student liaison committee	<i>The College is in the process of establishing a staff/student liaison committee</i>		
5.7.2	Minutes of previous staff/student liaison committee meetings	This information is not yet published		
<b>5.8</b>	<b>Student policies</b>	<b>This class should include a guide to all student policies issued by the College.</b>		

5.8.1	The <i>Blue Book</i>	In addition to policies, regulations etc. re accommodation, complaints, data protection and discipline (see 5.2, 5.3 and 5.5), the <i>Blue Book</i> contains information on the rules and regulations relating to the non-payment of University or College Accounts, Freedom of Speech, and Drugs. It also includes the Health & Safety Policy Statement and the Anti-Harassment Policy.	Please refer to 5.2.1	
<b>5.9</b>	<b>Student welfare</b>			
5.9.1	The <i>Blue Book</i>	Provides information on a range of welfare services available to students, including support agencies, health and related services, careers service, sports and recreational facilities, and religion.	Please refer to 5.2.1	
<b>5.10</b>	<b>Student associations and activities</b>	<b>This class should contain information relating to the operation and activities of the Students Union and other clubs, associations and non-academic activities that are organised for or by the students.</b>		
5.10.1	Students' Union Constitution	The <i>Blue Book</i> contains the Constitution of the Students' Association.	Please refer to 5.2.1	
5.10.2	Student Clubs	Information about clubs set up by students at St Edmund's College is available on the web site.	<a href="http://www.st-edmunds.cam.ac.uk/students/societies/">http://www.st-edmunds.cam.ac.uk/students/societies/</a>	

## 6. Information Services

### Introduction

This section covers those functions within the College that provide access to information for the student body and both academic and administrative staff. These comprise the Library and Archive and Computing Services.

These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>6.1</b>	<b>Availability and conditions of use of facilities</b>	<b>Information in these classes provides details about who can access systems and services and the facilities that they can access. They provide assurance for external</b>		

	Class	Description	Manner	Fee
		<b>bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, mail spamming of an external site) are appropriately dealt with. It includes information on the opening hours of the library, who is allowed to use the facilities, the general rules and conditions of use, and access to/use of the Archives.</b>		
6.1.1	The <i>Blue Book</i>	Provides information on library facilities including opening hours, who has access, and library rules and conditions of use including copyright. Also provides brief information on computer facilities available.	Please refer to 5.2.1	
6.1.2	Computing Services web pages	Provides more detailed information on computing facilities and includes conditions of use for connection to the college network from a privately owned PC. Also provides links to University of Cambridge rules and conditions of use of IT facilities and systems, and Acceptable Use Policies including JANET.	<a href="http://www.st-edmunds.cam.ac.uk/">http://www.st-edmunds.cam.ac.uk/</a>	
6.1.3	College Archive web pages	Provides information for researchers on access to the College Archives.	Paper (on request)	£
6.2	<b>Mission statements and related documents</b>	<b>This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the services provided and, where appropriate, service level agreements.</b> No information is published in this class. Please refer to 6.1.1		
6.3	<b>Policies with regard to data and information</b>	<b>Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the College, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.</b>		
6.3.1	Data protection statements/policies	Please refer to 5.3.2		
6.3.2	Policies on CCTV monitoring	The <i>Blue Book</i> contains a statement on the Data Protection Act, particularly in regard to the collection of data from CCTV monitoring and University ID cards (swipe cards).	Please refer to 5.2.1	

6.4	<b>Procurement and disposal policies</b>	<b>Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the College is making correct and appropriate use of funds.</b> No information is published in this class.		
6.5	<b>Scope of collections held</b>	<b>Information in this class includes guides to library and archive collections, and scope and availability of catalogues.</b>		
6.5.1	Library collections	The library catalogue is available online from the University of Cambridge library catalogue called Newton.	<a href="http://www.lib.cam.ac.uk/public_info.html">http://www.lib.cam.ac.uk/public_info.html</a>	
6.5.2	Archive collections	Detailed information about the College Archive of administrative records relating to the College, and collections of personal papers.	In person:	£

## 7. Teaching and Learning

### Introduction

This section contains information regarding the management of teaching and learning within the College, including mechanisms for reviewing and ensuring the quality of teaching provided.

It is fundamental to the mission of the University of Cambridge that it should remain a collegiate university. The Colleges and the University work closely together on all matters of common interest affecting the education of students and the pursuit of scholarship and research.

Undergraduate teaching is shared between the University and the College. The College accepts primary responsibility for the direction of studies and small-group teaching of College students. The University provides lectures, laboratory facilities, etc.

The College area of responsibility falls mainly in Section 5: Student Administration and Support. For records relating to the University's area of responsibility within this section, it is necessary to consult the University of Cambridge Publication Scheme. Please contact The Administrative Secretary, University of Cambridge, University Offices, The Old Schools, Cambridge CB2 1TN. An online version is available by following links from <http://www.admin.cam.ac.uk/>.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	<b>Academic year dates</b>	<b>This class should include information on the dates for the current academic year as well as future academic years (as</b>		

	Class	Description	Manner	Fee
		<b>far as is known).</b>		
7.1.1		Academic year dates are set by the University of Cambridge for up to 15 years ahead.	<a href="http://www.cam.ac.uk/cam/buniv/termdates.html">www.cam.ac.uk/cam/buniv/termdates.html</a> Paper (on request) but for current year only	£
7.2	<b>External review information</b>	<b>This class should include information about the College's internal quality audit programmes and annual review. It should also include information on the College's internal procedures for assuring academic quality and standards.</b> Information in this class is the responsibility of the University of Cambridge. Please refer to University Publication Scheme.	See note in Section 7 introduction	
		For information on programme specifications and course descriptions, please refer to the University of Cambridge website.  For information on roles, responsibilities and authority of different bodies within the institution involved in programme approval & review, please refer to <i>The Educational Provision of the Cambridge Colleges</i> available on the University of Cambridge website.  For information on annual monitoring and review processes, please refer to the University of Cambridge Quality Assurance Guide available on the University of Cambridge website.  For information on accreditation and monitoring reports by regulatory bodies, please refer to the latest QAA report for the University of Cambridge.	<a href="http://www.cam.ac.uk/cam/buniv/courses.html">www.cam.ac.uk/cam/buniv/courses.html</a>  <a href="http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf">www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</a>  <a href="http://www.admin.cam.ac.uk/offices/education/quality/qaguide">www.admin.cam.ac.uk/offices/education/quality/qaguide</a>  <a href="http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm">http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm</a>	
7.3	<b>Graduation information</b>	<b>This class should include information on attendance and ticketing for all students (includes undergraduates and postgraduates), with dates and details of ceremonies for the current academic year.</b> The organisation of all graduation ceremonies is a responsibility of the University of Cambridge. Please refer to University Publication Scheme.	See note in Section 7 introduction	

	Class	Description	Manner	Fee
7.4	Information on the institution's internal procedures for assuring academic quality and standards	<p><b>Examples include module and semester structures; qualification aims; procedures for changing course; opportunities and procedures for work experience, developing language skills, and studying overseas; programme approval, monitoring and review; programme specifications and course descriptions; information on assessment procedures and outcomes; information on student satisfaction with their HE experience.</b></p> <p>Information in this class is the responsibility of the University of Cambridge. Please refer to University Publication Scheme.</p> <p>The Senior Tutors' Committee of the University of Cambridge monitors teaching and learning within the Colleges. For further information, please refer to the Senior Tutors' Committee web pages available on the University of Cambridge website. Please also refer to 7.2</p>	<p>See note in Section 7 introduction</p> <p><a href="http://www.admin.cam.ac.uk/committee/seniortutors/">www.admin.cam.ac.uk/committee/seniortutors/</a></p>	
7.5	Qualitative data on the quality and standards of learning and teaching	<p><b>This class should include the following information on quality and standards of learning and teaching at the College.</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback from recent graduates, for the College, collected through the national survey</b></li> </ul> <p>This information is not collected by St Edmund's College.</p> <ul style="list-style-type: none"> <li>• <b>Information on internal feedback mechanisms</b></li> </ul> <p>This information contains personal data and is not published in an anonymised form.</p> <ul style="list-style-type: none"> <li>• <b>A summary statement of the College's learning and teaching strategy</b></li> </ul> <p>The <i>Blue Book</i> provides information on teaching and learning in the College.</p> <ul style="list-style-type: none"> <li>• <b>Summary statements of the results of, and the actions taken in response to, periodic programme and departmental reviews</b></li> </ul> <p>No information is published.</p> <ul style="list-style-type: none"> <li>• <b>Summaries of the College's links with relevant employers, how the College identifies employer needs and opinions, and how those are used to develop the</b></li> </ul>	<p>Please refer to 5.2.1</p> <p><a href="http://www.careers.cam.ac.uk">www.careers.cam.ac.uk</a></p>	

	Class	Description	Manner	Fee
		<b>relevance and richness of learning programmes</b> Please refer to the University of Cambridge Careers Service.	<a href="#">/</a>	
<b>7.6</b>	<b>Staffing structure of schools/ departments</b>	<b>This class should include information about staff roles within schools and departments together with organisational charts.</b>		
7.6.1	Job titles of academic staff & support staff	Organisation chart (see 1.3.1) St Edmund's College web site provides a list of fellows. The Blue Book provides a list of Fellows and Staff.	<a href="http://www.st-edmunds.cam.ac.uk/">http://www.st-edmunds.cam.ac.uk/</a> Paper (on request)	£
7.6.2	Contact details for each department	St Edmund's College Blue Book provides contact details for all (subject) departments.	Paper (on request)	£
<b>7.7</b>	<b>Student assessment strategy</b>	<b>This class should include information on the regulations and/or policy governing student assessment. Further information regarding appointment of Exam Boards, External Examiners and relevant codes of practice, e.g. those of the QAA.</b> Information in this class is the responsibility of the University of Cambridge. Please refer to University Publication Scheme.	See note in Section 7 introduction	
<b>7.8</b>	<b>Tuition fees</b>	<b>This class should include information relating to tuition fees for UK students, EU students and other international students. Information on when tuition fees will be payable and how to pay.</b>		
7.8.1	<i>The Blue Book</i>	Provides information on university and college fees for home/EU and international students, including when to pay. It also gives details of rent and minimum meals charge.	Please refer to 5.2.1	

## 8. Research and Development

### Introduction

This section covers information relating to the College's management and funding of its research activities – it does not include the actual results or data from research undertaken. It should also be noted that in some cases information that reveals the identity of those involved in the research process maybe exempt from publication for health and safety reasons.

	Class	Description	Manner	Fee
<b>8.1</b>	<b>Committees</b>	<b>Information in this class includes terms of reference and constitution of the Nominations Committee which</b>		

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
		<b>oversees the appointment of Research Fellows.</b>		
8.1.1	Nominations Committee	<i>Membership of Committees</i> sets out the composition and terms of reference of the Nominations Committee.	Please refer to 1.2.3	
<b>8.2</b>	<b>Funding</b>	<b>This class contains information on what research is funded, where from and on what terms.</b>		
8.2.1	Research Fellowship Endowments	Provides details of endowment, income, eligibility and conditions of Research Fellowships.	Paper (on request)	£
<b>8.3</b>	<b>Research Policies</b>	<p><b>Information included in this class would include policies relating to fraud, ethical conduct and relevant codes of practice. Examples include mission statement; research policy and strategy; intellectual property – policy and procedures; quality assurance process; NHS contracts for Medical Schools; and ethics committees – terms of reference and constitution, method of application, procedure for approval of applications</b></p> <p>Information in this class is the responsibility of the University of Cambridge. Please refer to University Publication Scheme. St Edmund's College adheres to the University of Cambridge policies on research.</p>	<p>See note in Section 7 introduction</p> <p><a href="http://www.admin.cam.ac.uk/offices/research/policy/">http://www.admin.cam.ac.uk/offices/research/policy/</a></p>	

## 9. External Relations

### Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
<b>9.1</b>	<b>Alumnae</b>	<b>St Edmund's College places great importance in keeping in touch with its former staff and students and keeping them up to date with events. The information within this class details how this relationship is fostered and maintained.</b>		

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
9.1.1	<i>The Record</i>	Please refer to 2.2.2		
9.1.2	Constitution of alumni organisation, (SECCA)	The College Alumni Association (SECCA) was established in September 2001. Ordinances, at its next revision, will set out the composition of the Committee and its constitution.	Paper (on request)	£
9.1.3	Terms of reference of Alumni Committee	<i>Membership of Committees</i> sets out the composition and terms of reference of the Alumni Committee.	Please refer to 1.2.3	£
<b>9.2</b>	<b>Fundraising</b>	<b>Information included within this class relates to the activities undertaken by the College to raise additional revenue to that provided by its main funding bodies. It includes promotional material.</b>		
9.2.1	<i>Making Things Happen</i>	An Appeal brochure setting out the purpose of the College, its achievements, and plans for the future. The Brochure is being updated and it is hoped that this will be available for distribution in October 2004.	Paper (on request)	Free
9.2.2	<i>Methods of Giving</i>	Available on the St Edmund's College website.	<a href="http://www.st-edmunds.cam.ac.uk/">http://www.st-edmunds.cam.ac.uk/</a> Paper (on request)	Free
<b>9.3</b>	<b>Government &amp; Regulator Regulations</b>	<p><b>This class relates to the information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the College is performing. Examples include reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc; Teaching Quality Assessments; and Research Assessment Exercise Policies (see also Teaching and Learning).</b></p> <p>The College receives its HEFCE funding via the University of Cambridge, and most returns to funding councils etc. are made via the University. Information in this class is the responsibility of the University of Cambridge. Please refer to University Publication Scheme.</p> <p>Relations between the College and the rest of the University of Cambridge are overseen by the University Council which has</p>	See note in Section 7 introduction	

	Class	Description	Manner	Fee
		Cambridge are overseen by the University Council, which has responsibility for the management and administration of the whole of the University. More about the work of the Council is available on the University of Cambridge web site.	<a href="http://www.cam.ac.uk/cambuniv/pubs/works/council.html">http://www.cam.ac.uk/cambuniv/pubs/works/council.html</a>	
<b>9.4</b>	<b>Marketing &amp; recruitment</b>	<b>This class should include publications relating to student recruitment (UK and international) including the College prospectus. It will also include information related to the learning experience.</b>		
9.4.1	Prospectus	Please refer to 5.4.1		
9.4.2	Open days	Information on St Edmund's College Open Days is available on the College website.	<a href="http://www.st-edmunds.cam.ac.uk/">http://www.st-edmunds.cam.ac.uk/</a>	
9.4.3	Entry requirements	Please refer to 5.4.1		
<b>9.5</b>	<b>Public Relations</b>	<b>This class should contain information that is created specifically by the College to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students but may still be of considerable interest to those wishing to know more about what the College has to offer and the activities of its students and staff.</b>		
9.5.1	St Edmund's College Prospectus	Please refer to 5.4.1		
9.5.2	<i>The Record</i>	Please refer to 2.2.2		
9.5.3	<i>The Blue Book</i>	A guide and source of reference for students.	Please refer to 5.2.1	
9.5.4	'Freshers' Pack'	Contains circulars and notices for new students.	Paper (on request)	£
9.5.5	College web site		<a href="http://www.st-edmunds.cam.ac.uk/">www.st-edmunds.cam.ac.uk/</a>	
9.5.6	Educational Conference facilities	Educational conference brochure provides information on the facilities available.	Paper (on request)	£

**ST EDMUND'S COLLEGE****PUBLICATION SCHEME FEES 2003-2004****Is information free of charge or on payment?**

Some information will be provided free of charge. A '£' symbol in the Fee column indicates that a charge will be made. Information supplied under the Publication Scheme will fall into one of the following categories:

- a) free of charge on College website (i.e. there is no charge by the College, although the user would of course have to meet any charges by their Internet service provider, personal printing costs, etc.). For those without Internet access, a single print-out as on the website would be available by post from the Freedom of Information Officer on receipt of a stamped addressed envelope with a £1 stamp affixed, or by personal application at St Edmund's College. If the costs of photocopying and postage are significantly higher, we will contact you with a request for additional payment. Requests for multiple print-outs, or for archived copies of documents which are no longer available on the web, may attract a charge for the cost of retrieval, photocopy, postage, etc. We would let you know this at the time of your request, and the charge would be payable in advance.
- b) free of charge on external websites (i.e. there is no charge by the College, although the user would of course have to meet any charges by their Internet service provider, personal printing costs, etc.). External websites have been included in the publication scheme to direct users to sources of information which although not published by the College may have some relevance. However, as the College does not publish the information itself it cannot take responsibility for the content nor undertake to provide print-outs from these sites. Users without Internet access are advised to contact the institution concerned.
- c) free of charge leaflets or booklets, indicated by the term 'Free' in the Fee column. A single copy will be supplied without charge or costs for postage. Requests for multiple copies will attract a charge for postage and the printing cost of the item. We would let you know this at the time of your request, and the charge would be payable in advance.
- d) for all other items, we would let you know the relevant charge for the costs of printing, photocopy, postage, etc. at the time of your request, and the charge would be payable in advance.

Fees for charging will be kept under review.