

University College Plymouth St Mark & St John

Freedom of Information 2000

Publication Scheme 2009

University College Plymouth St Mark & St John has adopted the Model Publication Scheme as designed by the Information Commissioner.

Class1 : Who we are and what we do

Organisational information, structures, locations and contacts, constitutional and legal governance

	Information	Available from:
Legal Framework		Please contact the Freedom of Information Officer
How the institution is organised	University College Management Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/
	Senior Management Team	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/seniormanagement/
	Vice Principal Academic Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/vpacademicstructure/
	Vice Principal Resources Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/vpresourcesstructure/
	Centre for Partnership & Professional Development Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/centreforppdstructure/
	Faculty of Education, Health & Welfare Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/facultyofeducationhealthandwelfarestructure/
	Faculty of Sport, Media & Creative Arts Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/facultyofsportmediaandcreativeartstructure/
	University College Governance Structure	http://www.marjon.ac.uk/aboutmarjon/universitycollegemanagement/governancestructure/

	Terms of reference, membership & description of boards & committees	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/academicboard/
	Memorandum and Articles of Association	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/policies/Memorandum%20and%20Articles%20of%20Association.pdf
Location and contact details	How to get here	http://www.ucpmarjon.ac.uk/aboutmarjon/howtogether/
	How to contact us	http://www.ucpmarjon.ac.uk/aboutmarjon/howtocontactus/
	Staff profiles	http://www.marjon.ac.uk/aboutmarjon/stafflistandprofiles/
Lists of and information relating to organisations which the University College has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it		Please contact the Freedom of Information Officer
Student activities	Student Union website	http://www.marjonsu.co.uk/

Class2: What we spend and how we spend it

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

	Information	Available from:
Funding/income	HEFCE website showing most recent grant information	http://www.hefce.ac.uk/finance/recurrent/?o=2
	TDA funding	http://www.tda.gov.uk/partners/funding/allocations/allocations0809.aspx
Budgetary and account information	Annual accounts	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/policies/Financial%20Statement%202010.pdf
Financial audit reports		Please contact the Freedom of Information Officer
Capital programme		Please contact the Freedom of Information Officer
Financial regulations and procedures	Financial Regulations	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/policies/Financial%20Regulations%20and%20Financial%20Procedures_2010-11.pdf
Staff pay and grading structures		Please contact the Freedom of Information Officer
Register of suppliers	Financial Regulations	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/policies/Financial%20Regulations%20and%20Financial%20Procedures_2010-11.pdf
Procurement and tender procedures and reports	Financial Regulations (including procurement policy)	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/policies/Financial%20Regulations%20and%20Financial%20Procedures_2010-11.pdf
Contracts		Please contact the Freedom of Information Officer
Research funding	RAE 2008	http://www.rae.ac.uk/Submissions/submissions.aspx?id=13&type=hei

Class 3: What our priorities are and how we are doing

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

	Information	Available from:
Corporate and business plans	University College's strategic plan	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/policiesstrategiesplansandschemes/strategic%20plan%202010-15.pdf
Learning & Teaching Strategy	Learning & Teaching Strategy	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/policiesstrategiesplansandschemes/learning%20and%20teaching%20strategy%202011-15.pdf
Academic quality and standards	Quality Assurance Documentation	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/quality/
External review information	Quality assurance documentation	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/quality/
Corporate relations	University College prospectuses	http://www.marjon.ac.uk/prospectusrequest/
Government and regulatory reports		Please contact the Freedom of Information Officer

Class 4: How we make decisions

Decision making processes and records of decisions.

	Information	Available from:
Minutes from governing body, Council / Senate, academic boards and steering groups	Available after 3 years	Please contact the Freedom of Information Officer
Teaching and learning committee minutes		Please contact the Freedom of Information Officer
Minutes of staff/student consultation meetings		Please contact the Freedom of Information Officer
Appointment committees and procedures	Guidelines for the Appointment of Professors, Readers, Teaching Fellows and Visiting Professors	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/handbooksregulationsandprocedures/guidelines%20for%20the%20appointment%20of%20professors%20readers%20teaching%20fellows%20and%20visiting%20professors.pdf

Class 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	Policies and strategies	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/policiesstrategiesplansandschemes/
	Academic documents	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/
Procedures and policies relating to academic services	Assessment Regulations and Procedures	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/studentregulationsframework2011-12/SRF%202011-12%20section%2007%20assessment%20regulations%20and%20procedures.pdf
	Guidelines for the Award of Honorary Degrees	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/handbooksregulationsandprocedures/guidelines%20for%20the%20award%20of%20honorary%20degrees.pdf
	Student Regulations Framework	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/studentregulationsframework2011-12/
Procedures and policies relating to student services	Admissions policy	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/policiesstrategiesplansandschemes/admissions%20policy%20and%20procedures.docx
	Accommodation	http://www.marjon.ac.uk/facilities/accommodation/
	Registration	http://www.marjon.ac.uk/students/induction/registrationandinductiontimetables/#d.en.23363
	Student Regulations Framework	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/studentregulationsframework2011-12/
	Complaints procedure	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/studentregulationsframework2011-12/SRF%202011-12%20section%2016%20complaints%20procedure.pdf

	Appeals procedure	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/studentregulationsframework2011-12/SRF%202011-12%20section%2015%20academic%20appeals.pdf
Procedures and policies relating to human resources		Please contact the Freedom of Information Officer
Procedures and policies relating to recruitment	Job vacancies	http://www.marjon.ac.uk/aboutmarjon/employmentvacancies/
Code of Conduct for members of governing bodies	CUC Code of practice	http://www.marjon.ac.uk/aboutmarjon/universitycollegegovernance/policies/Guide%20for%20Members%20of%20HE%20Governing%20Bodies.pdf
Equality and Diversity	Race Equality Scheme and action plan	http://www.marjon.ac.uk/aboutmarjon/diversity/diversitypolicies/raceequalityscheme/
	Disability Equality scheme	http://www.marjon.ac.uk/aboutmarjon/diversity/diversitypolicies/disabilityequalityscheme/
	Gender Equality scheme	http://www.marjon.ac.uk/aboutmarjon/diversity/diversitypolicies/genderequalityscheme/
Health and Safety	Health, Safety & Security Policy	Please contact the Freedom of Information Officer
Complaints policy		Please contact the Freedom of Information Officer
Records management and personal data policies	Information Security Policy	http://www.marjon.ac.uk/facilities/computingandmediaservices/policyandprocedures/Information%20Security%20Policy.pdf
	Data Protection Policy	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/policiesstrategiesplansandschemes/data%20protection%20policy.pdf
	Records Retention Policy	Please contact the Freedom of Information Officer
Research policy and strategy	Research strategy	http://www.marjon.ac.uk/aboutmarjon/institutional%20documents/policiesstrategiesplansandschemes/(K31)%20Research%20Strategy%202010-15%20definitive%20UPDATED%20Nov%202010.docx
Charging regimes and policies	Fees and funding	http://www.marjon.ac.uk/courses/feesandfunding/
	Office for Fair Access (OFFA) agreement	Please contact the Freedom of Information Officer

Class 6: Lists and registers

	Information	Available from:
Any information we are currently legally required to hold in publicly available registers		Please contact the Freedom of Information Officer
Asset registers		Please contact the Freedom of Information Officer
Disclosure logs		Please contact the Freedom of Information Officer
Register of gifts and hospitality provided to senior personnel		Please contact the Freedom of Information Officer
Any register of interests kept in the university		Please contact the Freedom of Information Officer

Class 7: The services we offer

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

	Information	Available from:
Prospectus	Prospectus request & downloadable versions	http://www.marjon.ac.uk/prospectusrequest/
	2011 undergraduate prospectus	http://www.marjon.ac.uk/media/marjon/promotions/prospectus/2011%20Undergraduate%20Prospectus.pdf
	2010 undergraduate prospectus	http://www.marjon.ac.uk/media/marjon/promotions/prospectus/Undergraduate_Prospectus_2010.pdf
	Teach postgraduate prospectus	http://www.marjon.ac.uk/mobile/media/marjon/promotions/prospectus/TEACH%20Prospectus%202011.pdf
Services for outside bodies		Please contact the Freedom of Information Officer
Course content	Courses web page	http://www.ucpmarjon.ac.uk/courses/
Welfare and counselling	Academic Counselling	http://www.marjon.ac.uk/courses/studentssupport/academiccounselling/
Health including medical services		http://www.marjon.ac.uk/courses/studentssupport/health/
Careers	Careers web page	http://www.marjon.ac.uk/courses/studentssupport/careers/
Chaplaincy services	Chaplaincy web page	http://www.marjon.ac.uk/facilities/chaplaincy/
Services for which the University College is entitled to recover a fee together with those fees		Please contact the Freedom of Information Officer
Sports and recreational facilities	Sports centre web page	http://www.marjon.ac.uk/ucpmarjonsport/sportscentre/
Museums, libraries, special collections and archives	Library web page	http://www.marjon.ac.uk/facilities/library/
Conference facilities	Conference bookings web page	http://www.marjon.ac.uk/facilities/catering/conferencebookings/
Advice and guidance		Please contact the Freedom of Information Officer

Local campaigns	University College home page	http://www.marjon.ac.uk/
Media releases	University College home page	http://www.marjon.ac.uk/

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