

University of St Mark & St John

Freedom of Information Act 2000

Publication Scheme 2009 (revised 2013)

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

Class 1: 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 Management Structure	Executive Leadership Team Members (ELT) Plymouth Marjon University
	University Governance Structure	University Board of Governors Plymouth Marjon University
	Terms of reference, membership & description of boards & committees	Senate Plymouth Marjon University
	Memorandum and Articles of Association	Articles-of-Association.pdf (marjon.ac.uk)
Location and contact details	How to get here	http://www.marjon.ac.uk/about-marjon/plymouth/how-to-get-here/
	How to contact us	http://www.marjon.ac.uk/contact-us/
	Staff profiles	http://www.marjon.ac.uk/about-marjon/staff-list-and-profiles/
Lists of and information relating to organisations which the University 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	Marjon Student Union Plymouth Marjon University

Class 2: 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	https://www.officeforstudents.org.uk/advice-and-guidance/funding-for-providers/
	TDA funding	http://www.education.gov.uk/get-into-teaching/funding.aspx
Financial statements, budgets and variance reports	Annual accounts	https://www.marjon.ac.uk/about-marjon/governance--management/university-board-of-governors/finance--resources-committee/
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	https://www.marjon.ac.uk/about-marjon/governance--management/university-board-of-governors/finance--resources-committee/
Staff allowances and expenses	Financial Regulations	https://www.marjon.ac.uk/about-marjon/governance--management/university-board-of-governors/finance--resources-committee/
Staff pay and grading structures		Please contact the Freedom of Information Officer
Register of suppliers	Financial Regulations	https://www.marjon.ac.uk/about-marjon/governance--management/university-board-of-governors/finance--resources-committee/
Procurement and tender procedures and reports	Financial Regulations (including procurement policy)	https://www.marjon.ac.uk/about-marjon/governance--management/university-board-of-governors/finance--resources-committee/
Contracts		Please contact the Freedom of Information Officer
Research funding	REF 2029	REF 2029

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's strategic plan	Please contact the Freedom of Information Officer
Learning & Teaching Strategy	Learning & Teaching Strategy	University strategies & policies Plymouth Marjon University
Academic quality and standards	Quality Assurance documentation	Please contact the Freedom of Information Officer
Privacy impact assessments		Please contact the Freedom of Information Officer
External and internal audit review information	Quality Assurance documentation	Please contact the Freedom of Information Officer
Corporate relations	University prospectuses	https://www.marjon.ac.uk/prospectus-request/order-online/
Government and regulatory reports		Please contact the Freedom of Information Officer
Compliance with duties under the Equality Act 2010	Diversity web page	http://www.marjon.ac.uk/about-marjon/diversity/
	Annual Equalities report	Current equality work Plymouth Marjon University

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	Criteria-for-the-Appointment-of-Professors.pdf (marjon.ac.uk)

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	https://www.marjon.ac.uk/about-marjon/institutional-documents/
	Academic documents	Academic documents Plymouth Marjon University
Procedures and policies relating to academic services	Assessment Regulations and Procedures	https://www.marjon.ac.uk/about-marjon/institutional-documents/student-regulations-framework/
	Guidelines for the Award of Honorary Degrees	honorary-degree-guidelines.pdf (marjon.ac.uk)
	Student Regulations Framework	Student Regulations Framework Plymouth Marjon University
Procedures and policies relating to student services	Admissions policy	https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/
	Accommodation	https://www.marjon.ac.uk/student-life/accommodation/
	Registration	Please contact the Freedom of Information Officer
	Student Regulations Framework	Student Regulations Framework Plymouth Marjon University
	Complaints procedure	Student Regulations Framework Plymouth Marjon University
	Appeals procedure	Student Regulations Framework Plymouth Marjon University
Procedures and policies relating to human resources		Please contact the Freedom of Information Officer
Procedures and policies relating to recruitment	Job vacancies	https://www.marjon.ac.uk/about-marjon/working-for-the-university/

Code of Conduct for members of governing bodies	CUC Code of practice	Please contact the Freedom of Information Officer
Equality and Diversity Policies	Equality and Diversity Scheme	http://www.marjon.ac.uk/about-marjon/diversity/current-equality-work/
	Equal Opportunities Policy	Please contact the Freedom of Information Officer
Health and Safety	Health, Safety & Security Policy	https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/
Estate Management	Estates Strategy	Please contact the Freedom of Information Officer
	Disposal of Computer Equipment	Please contact the Freedom of Information Officer
	Asset Disposal	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	https://www.marjon.ac.uk/student-life/computing-and-media-services/policy-and-procedures/
	Data Protection Policy	Data protection Plymouth Marjon University
	Records Retention Policy	Please contact the Freedom of Information Officer
Research policy and strategy	Research strategy	https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/
Publicly funded research outputs and data		Please contact the Freedom of Information Officer
Charging regimes and policies	Fees and funding	http://www.marjon.ac.uk/courses/fees-and-funding/
	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
Information Asset Register		Please contact the Freedom of Information Officer
CCTV	CCTV policy	Data protection Plymouth Marjon University
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
Senior staff's declaration of interests / staff research		http://www.marjon.ac.uk/research/

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	https://www.marjon.ac.uk/prospectus-request/order-online/
	Teach postgraduate prospectus	http://www.marjon.ac.uk/courses/applying/postgraduate-courses/
Services for outside bodies		Please contact the Freedom of Information Officer
Course content	Courses web page	Study Plymouth Marjon University
Course fees	Undergraduate and postgraduate fees	http://www.marjon.ac.uk/courses/fees-and-funding/
	PGCE fees	http://www.marjon.ac.uk/courses/fees-and-funding/
Funding available to students	Scholarship and Bursary information	Student funding advice Plymouth Marjon University
Welfare and counselling services	Academic Counselling	http://www.marjon.ac.uk/student-life/student-support-/student-counselling/
Health including medical services		https://www.marjon.ac.uk/student-life/student-support-/health--wellbeing-/
Careers	Careers web page	https://www.marjon.ac.uk/student-life/marjon-futures/
Chaplaincy services	Chaplaincy web page	http://www.marjon.ac.uk/student-life/chaplaincy/
Services for which the University 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/marjon-sport/

Facilities relating to music, art and other cultural activities	Chaplaincy activities	http://www.marjon.ac.uk/student-life/chaplaincy/activities/
	Volunteering and community engagement	Marjon Futures Plymouth Marjon University
Museums, libraries, special collections and archives	Library web page	http://www.marjon.ac.uk/student-life/library/
	Archives web page	https://www.marjon.ac.uk/student-life/library/library-essentials/archives/
Conference facilities	Conference bookings web page	http://www.marjon.ac.uk/student-life/on-campus/catering/
Advice and guidance		Please contact the Freedom of Information Officer
Local campaigns	University home page	http://www.marjon.ac.uk/
Media releases	University home page	http://www.marjon.ac.uk/about-marjon/news-and-events/

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