

## Freedom of Information Act 2000 Publication Scheme

Loughborough University's publication scheme is issued in line with the model publication scheme issued by the Information Commissioner's Office.

The scheme contains seven classes of information, as set out by the Information Commissioner's [model publication scheme](#):

- 1) Who we are and what we do
- 2) What we spend and how we spend it
- 3) What our priorities are and how we are doing
- 4) How we make decisions
- 5) Our policies and procedures
- 6) Lists and registers
- 7) The services we offer

Most of the information is available from Loughborough University's website (<http://www.lboro.ac.uk/>). To request information available through our publication scheme, other than via the University website, please contact the relevant University department as indicated in the publication scheme.

### Charges

Most of the information in the scheme can be downloaded from the website free of charge. The University reserves the right to make a small charge for printed copies of some documents available on the website, to cover administrative costs.

### Responsibility for the scheme

The publication scheme is regularly reviewed and the University welcomes feedback about both the information provided and the access to it. Comments should be directed to the Freedom of Information Officer by email to [FOI@lboro.ac.uk](mailto:FOI@lboro.ac.uk) or in writing to the Freedom of Information Officer, Academic Registry, Rutland Building, Loughborough University, Loughborough, LE11 3TU.

### Copyright

Almost all publications listed in this publication scheme are copyright of Loughborough University and reproduction of material supplied through the publication scheme or in response to a request for information without the express permission of Loughborough University (or copyright holder) may be an infringement of copyright. More information on copyright matters can be found at <http://copyright.lboro.ac.uk/copyright/>

### Requests for information not included in the scheme

Information held by the University which is not published under the scheme can be requested by email from [FOI@lboro.ac.uk](mailto:FOI@lboro.ac.uk) or in writing from the Freedom of Information Officer, Academic Registry, Rutland Building, Loughborough University, Loughborough, LE11 3TU. Much of the information in the categories below can be found on the following University websites:

## **1. Who we are and what we do**

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

- [About the University](#)
- [History](#)
- [Structure](#)
- [Senior Officers](#)
- [Governance](#)
- [University Committees](#)
- [Campus Map](#)
- [Facts and Figures](#) (including staff and student numbers)
- [Useful Contacts](#)

## **2. What we spend and how we spend it**

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

- [Financial Statements](#)
- [Finance Office](#)
- [Procurement Office](#)
- [Salaries and Pay Scales](#)
- [Tuition Fees and Financial Support](#)

## **3. What our priorities are and how we are doing**

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

- [University Strategy](#)
- [Annual Review](#)
- [Learning and Teaching Strategy](#)
- [Sustainability](#)
- [Health and Safety](#)

## **4. How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- [Governance](#)
- [University Committees](#)

## **5. Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

- [Academic Quality Procedures Handbook](#)
- [Accommodation](#)
- [Charter and Statutes](#)
- [Committees](#)
- [Counselling and Disability Service](#)
- [Data Protection](#)
- [Enterprise](#)
- [Equality and Diversity](#)
- [Examinations and Assessment](#)

- [Facilities Management](#)
- [Honorary Degrees and University Medal Committee](#)
- [Human Resources](#)
- [IT Services](#)
- [Library](#)
- [Ordinances](#)
- [Prospectus - Postgraduate](#)
- [Prospectus - Undergraduate](#)
- [Regulations](#)
- [Research](#)
- [Schools and Departments](#)
- [Staff Development](#)
- [Student Admissions](#)
- [Student Handbook](#)
- [Student Services](#)
- [Students' Union](#) (external site)
- [Tuition Fees and Financial Support](#)

## 6. Lists and registers

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

- [Honorary Degrees](#)
- [Council](#)
- [Senate](#)

## 7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- [Careers and Employability](#)
- [Community Relations](#)
- [Counselling and Disability Service](#)
- [Public Relations](#)
- [Services for Staff](#)
- [Student Advice and Support](#)