

## 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:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- 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 updated 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)

#### *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 [www.lboro.ac.uk/admin/copyright/](http://www.lboro.ac.uk/admin/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, Leics 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, structures, locations and contacts.

- [History and Structure](#)
- [Governance](#)
- [About the University](#)
- [University Committees](#)
- [Campus Map](#)
- [Facts and Figures](#)
- [Useful Contacts](#)

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

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

- [Financial Statements](#)
- [Finance Office](#)
- [Purchasing Office](#)
- [Strategic Plan - towards 2016](#)
- [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.

- [Strategic Plan - towards 2016](#)
- [Annual Review](#)
- [Public Relations Office](#)
- [Learning and Teaching Strategy](#)
- [Sustainability](#)
- [Health Safety and Environment Committee](#)

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

Decision-making processes and records of decisions.

- [About the University](#)
- [University Committees](#)

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

Current written protocols, policies and procedures for delivering our services and responsibilities.

- [Academic Quality Procedures Handbook](#)
- [Accommodation](#)
- [Charter and Statutes](#)
- [Committees](#)
- [Counselling and Disabilities Service](#)
- [Data Protection](#)
- [Enterprise](#)
- [Equal Opportunities](#)
- [Examinations and Assessment](#)
- [Facilities Management](#)
- [Honorary Degrees](#)
- [Human Resources](#)
- [IT Services](#)
- [Library](#)
- [Postgraduate Prospectus](#)
- [Public Relations](#)
- [Research](#)
- [Schools and Departments](#)
- [Staff Development](#)
- [Student Admissions](#)
- [Student Handbook](#)
- [Student Services](#)
- [Student Union](#)
- [Tuition Fees and Financial Support](#)
- [Undergraduate Prospectus](#)

#### **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

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

- [Counselling](#)
- [Community](#)
- [Staff](#)
- [Careers and Employability](#)
- [Student Advice and Support](#)