UNIVERSITY OF BRISTOL PUBLICATION SCHEME

This Publication Scheme is designed in line with the Information Commissioner's Model Publication Scheme for Universities and is effective as of 1st January 2009.

The information contained in the weblinks provided is available in hard copy on request. The University reserves the right to make a charge for photocopying costs where appropriate.

Any enquiries or requests relating to the Publication Scheme should be sent to freedom-information@bristol.ac.uk.

1) Who we are and what we do

Description of information	Format
University constitution	www.bristol.ac.uk/university/governance/constitutionaldocs
Senior officers of the University	www.bristol.ac.uk/university/governance/constitutionaldocs/universityofficers/senior-staff
Staff contact directory	www.bristol.ac.uk/contacting-people
University Hierarchy	www.bristol.ac.uk/index/hierarchy
History of the University	www.bristol.ac.uk/university/history/
Facts and figures about the University	www.bristol.ac.uk/university/facts/
University location and maps	www.bristol.ac.uk/university/maps/
University Almanac	www.bristol.ac.uk/academicregistry/office/almanac
Information about the University's six Faculties	www.bristol.ac.uk/faculties
Information about Academic Schools and Research Centres	www.bristol.ac.uk/index/faculties
Term dates	www.bristol.ac.uk/university/dates
Information about Open Days	www.bristol.ac.uk/opendays/
University news	www.bristol.ac.uk/news
Programme catalogue	www.bristol.ac.uk/esu/unitprogcat/AboutProgrammes.jsa
Research themes	www.bristol.ac.uk/research/themes

Research projects, publications and outputs	www.bristol.ac.uk/research/publications.html
Information about the Students' Union	www.ubu.org.uk
Student numbers and demographics	www.bristol.ac.uk/ssio/statistics/
Current job vacancies	www.bristol.ac.uk/jobs
Corporate information and wholly owned subsidiaries	www.bristol.ac.uk/finance/about/corporate-information
University's research spin out companies	www.bris.ac.uk/red/research-commercial/uobcompanies

2) What we spend and how we spend it

Description of information	Format
University Annual Report and Financial Statements (published annually in December)	www.bristol.ac.uk/finance/statements Includes report from external auditors
Financial Strategy	www.bristol.ac.uk/university/governance/policies/vision/finance.html
Salary structure	www.bris.ac.uk/hr/salaries
How we work with business	www.bristol.ac.uk/red/industry/
Contracts	Information regarding the University's major contracts will be available on request subject to FOI exemptions regarding commercial interests, confidentiality and future publication.
Capital Programme	Information regarding major plans for capital expenditure is available in the Annual Report and Financial Statements: www.bristol.ac.uk/finance/statements
Capital Investment Programme Board (CIPB)	www.bristol.ac.uk/planning/programmesandprojects/cipb/
Estates projects	www.bristol.ac.uk/estates/projects/
E- Tendering: Information for suppliers	www.bristol.ac.uk/procurement/external
Tenders available	http://Tender.bris.ac.uk

3) What our priorities are and how we are doing

Description of information	Format
Review of the Year	www.bristol.ac.uk/university/publications/review-of-year/index.html
University Vision and Strategy 2009-2016	www.bristol.ac.uk/university/governance/policies/vision/
Education Strategy	www.bristol.ac.uk/esu/facultyadvice/policy/educationstrategy
Research and Enterprise Strategy	www.bristol.ac.uk/research/vision.html
Research assessment	www.bristol.ac.uk/research/assessment/
Financial Strategy	www.bristol.ac.uk/university/governance/policies/vision/finance.html
Estate Development	www.bristol.ac.uk/university/governance/policies/vision/development.html
Residential Strategy Programme	www.bristol.ac.uk/planning/programmesandprojects/residences
Student and Staff Plan	www.bristol.ac.uk/university/governance/policies/vision/students-staff.html
Widening Participation Strategy documents and publications	www.bristol.ac.uk/sraa/wpur-office/strategy-documents-publications/
University Transport Plan	www.bristol.ac.uk/transportplan
IT and Libraries Strategy	www.bristol.ac.uk/university/governance/policies/vision/it.html
Technology Enhanced Learning (TEL)	www.bristol.ac.uk/esu/elearning
Energy, Water and Carbon	www.bristol.ac.uk/environment/energy
Sustainability Annual Report	www.bristol.ac.uk/environment/policy
Information about Public Engagement	www.bristol.ac.uk/public-engagement
Information about the University's Positive Working Environment initiative	www.bristol.ac.uk/pwe/
Quality Assurance Agency for Higher Education website	www.qaa.ac.uk/
Equality and Diversity Annual Report	www.bristol.ac.uk/equalityanddiversity/annualreports/index_html

4) How we make decisions

Description of information	Format
How the University is run	www.bristol.ac.uk/university/governance

University Delegation Schedule	www.bristol.ac.uk/university/governance/constitutionaldocs/delegationschedule/
Information about the University Court, with papers and minutes	www.bristol.ac.uk/university/governance/universitycommittees/court Details of the annual meeting of Court are published on the internet about two months after its December meeting.
Information about the University Board of Trustees	http://www.bristol.ac.uk/university/governance/universitycommittees/boardoftrustees/ Board of Trustees minutes are published on the internet on a rolling basis (minus reserved business): http://www.bristol.ac.uk/university/governance/universitycommittees/boardoftrustees/meetingpapers/
Statutory University bodies	www.bristol.ac.uk/university/governance/universitycommittees
University committee structure	www.bristol.ac.uk/university/governance/universitycommittees/committeestructure.pdf
Information about Senate	www.bristol.ac.uk/university/governance/universitycommittees/senate/
University Executive Board (UEB)	https://www.bristol.ac.uk/university/governance/organisational-structure/university-management-team-umt/

5) Our policies and procedures

Description of information	Format
Rules and Regulations for Students	www.bristol.ac.uk/secretary/studentrulesregs
Admissions Policies and Procedures	www.bristol.ac.uk/university/governance/policies/admissions
Equality and Diversity Policy	www.bristol.ac.uk/equalityanddiversity/policy.html
Sustainability Policy and Strategy	www.bristol.ac.uk/environment/policy
Personnel Policies and Procedures	www.bristol.ac.uk/hr/policies
Recruitment and Selection Information	www.bristol.ac.uk/hr/resourcing
Education Regulations, Policy and Guidance	www.bristol.ac.uk/esu/facultyadvice/policy/#guidelines
Safeguarding Policy	www.bristol.ac.uk/secretary/legal/cppolicy.html
Student Complaints Procedure	www.bristol.ac.uk/secretary/studentrulesregs/complaints.html
Grievance Procedure for Staff	www.bris.ac.uk/personnel/policies/grievanceprocedure.html
Health and Safety Policy and Guidance	www.bristol.ac.uk/safety/policies
Code of Conduct for University staff	www.bristol.ac.uk/secretary/legal/conduct.html
Data Protection information	www.bristol.ac.uk/secretary/dataprotection

	The University's Data Protection notification with the Information Commissioner: www.bristol.ac.uk/secretary/dataprotection/registration.html
Information Security Policy	www.bristol.ac.uk/infosec/policies/docs/
Data classification scheme	www.bristol.ac.uk/secretary/infomatrix.pdf
University Policy on Working with Animals	www.bristol.ac.uk/university/governance/policies/animal-policy.html
University Fairtrade Policy	www.bristol.ac.uk/university/governance/policies/fairtrade.html
General Regulations for the use of Library Services and Facilities	www.bristol.ac.uk/secretary/studentrulesregs/libraryregs.html
Library fines	www.bristol.ac.uk/library/using/borrowing/fines.html
Intellectual Property Policy for Students	www.bristol.ac.uk/secretary/studentrulesregs/intelprop.html
Conflict of Interest regulations	www.bristol.ac.uk/secretary/legal/conflict.html
Cultural Policy	www.bristol.ac.uk/university/governance/policies/cultural.html
Disability and Employment Policy	www.bristol.ac.uk/equalityanddiversity/act/protected/disability/disabilityandemply/policy.html
Value For Money Policy	www.bristol.ac.uk/planning/strategicplanning/vfmpolicy.html
English Language Requirements	www.bristol.ac.uk/university/governance/policies/admissions/language-requirements.html
Public Interest Disclosure Policy	www.bristol.ac.uk/secretary/studentrulesregs/public.html

6) Lists and Registers

Description of information	Format
Register of Interests	Hard copy only – on site perusal would be preferable due to the large number of files.
Register of Gifts / Hospitality	Held by the University Secretary - hard copy available on request
University research publications	www.bristol.ac.uk/research/publications.html
List of Honorary Degrees awarded by the University	www.bristol.ac.uk/pace/graduation/honorary-degrees/graduates.html
List of Emeritus Professors	www.bristol.ac.uk/pace/rec-dinners/current.html

7) The services we offer

Description of information	Format
Student Services	Includes Students' Health Service, the Multifaith Chaplaincy, Student Counselling Service, Disability Services, Careers Service and Vulnerable Student Support: www.bristol.ac.uk/studentservices
Undergraduate prospectus	www.bristol.ac.uk/prospectus/undergraduate
Postgraduate prospectus	www.bristol.ac.uk/prospectus/postgraduate
Directory of experts	www.bristol.ac.uk/media/experts
Press releases	www.bristol.ac.uk/public-relations/press-office/mailinglist.html
Information about the Centre for Sport, Exercise and Health	www.bristol.ac.uk/sport
Conferences and Hospitality	www.bristol.ac.uk/conferences-hospitality
Accommodation Office	www.bristol.ac.uk/accommodation
Opening hours of branch libraries	www.bristol.ac.uk/library/using/branches
Library catalogue	www.bristol.ac.uk/library/resources/tools/catalogue
Information for external users of library facilities	www.bristol.ac.uk/library/using/membership/external
Information for disabled users of library facilities	www.bristol.ac.uk/library/using/disabledusers
Information about the Special Collection of the University Library	www.bristol.ac.uk/library/resources/specialcollections
Public events	www.bristol.ac.uk/pace/public-events/

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