

## **Brunel University's Guide to Information**

### **Introduction**

Brunel University is required, in accordance with section 19 of the Freedom of Information Act 2000, to publish a guide to information which we make routinely available.

The structure of the guide is based on the Model Publication Scheme for Universities, published by the Information Commissioner's Office in June 2008.

### **How the information can be accessed**

Except where otherwise noted, the items listed can be accessed as hyperlinks to information on the Brunel University website. Please write to the Information Access Officer for copies of items not available on the website, either by e-mailing [foirequests@brunel.ac.uk](mailto:foirequests@brunel.ac.uk), or sending a letter to:

Information Access Officer  
Office of the Secretary to Council  
Brunel University  
Kingston Lane  
UXBRIDGE  
UB8 3PH

We invite you to explore the website for information which may be of interest.

There is no cost for the information listed in this guide, unless the cost of printing or photocopying equals or exceeds £10 (charged at £0.10 per page).

## 1. Who we are and what we do

- Legal framework

[The Charter](#)

- How the University is organised

[Committee chart](#)

[Council Ordinance 5](#)

[Senate Regulation 1](#)

[Principal Officers](#)

- Location and contact details

[How to find Brunel](#)

- Student activities

[Union of Brunel Students](#)

[Life at Brunel](#)

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

- Funding/income

[HEFCE](#)

[Council Ordinance 10](#)

[Student finance](#)

- Budgetary and account information

[Financial statements](#)

- Financial regulations and procedures

[Council Ordinance 9](#)

- Staff pay and grading structures

This information will be supplied upon request.

- Procurement and tender procedures and reports

[Council Ordinance 9 \(Appendix G\)](#)

[Tendering Opportunities](#)

- Research funding

This information will be supplied upon request.

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

- Corporate and business plans

[Strategic plan](#)

- Academic quality and standards

Information about **internal** procedures for assuring academic quality and standards will be supplied upon request.

- External review information

[Quality and Standards](#)

- Corporate relations

[Graduate and student recruitment](#)  
[Continuing professional development](#)

- Government and regulatory reports

[HEFCE](#)  
[HESA](#)

### 4. How we make decisions

- Minutes from Council/Senate, academic boards and steering groups

Information will be supplied upon request, although in some cases exemptions may be applied.

- Learning and Teaching Committee minutes

Information will be supplied upon request, although in some cases exemptions may be applied.

- Minutes of staff/student consultation meetings

Information will be supplied upon request, although in some cases exemptions may be applied.

- Appointment committee and procedures

[The Statutes](#)  
[Council Ordinances](#)

### 5. Our policies and procedures

- Policies and procedures for conducting University business

[Governance](#)  
[Regulations](#)  
[Freedom of Information](#)  
[Environmental policy](#)

- Policies and procedures relating to academic services

[Council Ordinance 14](#)  
School student handbooks (these will be supplied upon request)  
[Senate regulations](#)

- Procedures and policies relating to student services

[Admissions policy](#)  
[Widening Participation policy](#)  
[Accommodation](#)  
[Courses](#)  
[Life at Brunel](#)  
[International students](#)

- Procedures and policies relating to human resources

A-Z of HR website  
Staff Development

Information will be supplied upon request.

- Procedures and policies relating to recruitment

[Job Vacancies](#)

- Equality and Diversity

[Equality and diversity](#)

- Health and Safety

[Policies](#)  
[Health, safety and security information](#)  
[Safety and security](#)

- Estate management

Specific information will be supplied upon request.

- Complaints policy

[FOI Policies and Guidelines](#)  
[Council Ordinances](#)

- Records management and personal data policies

Information about records management will be supplied upon request.

[Archives management](#)

[Data protection](#)

- Research policy and strategy

[Council Ordinance 5](#)

[Senate Regulation 1](#)

[Research at Brunel](#)

[Knowledge transfer partnerships](#)

[Commercialisation](#)

Information about the University Research Ethics Committee and its policies and procedures, intellectual property rights, the University's research plan, and knowledge transfer plan will be provided upon request.

## 6. Lists and registers

Information about the University's asset registers and register of interests will be provided upon request.

## 7. The services we offer

- Prospectus

[Prospectus request page](#)

- Services for outside bodies

[Business](#)

[Public facilities](#)

- Course content

[Academic Schools](#)

- Welfare and counselling

[Student development and support](#)

- Health including medical services

[Medical Centre](#)

- Careers

[Placement and Careers Centre](#)

- Chaplaincy services

[Faith and religion](#)

- Services for which the University is entitled to recover a fee together with those fees

[Conference facilities](#)

- Sports and recreational facilities

[Brunel Sport](#)

- Museums, libraries, special collections and archives

[Archives management](#)

[Library](#)

[Arts Centre](#)

- Conference facilities

[Catering](#)

[Conference facilities](#)

- Advice and guidance

[Student development and support](#)

- Media releases

[News and events](#)