



Brunel University of London's Publication Scheme

Introduction

Brunel University of London 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 September 2013.

How the Information can be accessed

Except where otherwise noted, the items listed can be accessed as hyperlinks to information on the Brunel University of London website. Please write to the Information Compliance Officer for copies of items not available on the website, either by emailing foirequests@brunel.ac.uk or sending a letter to

Information Compliance Officer
Privacy Team
Governance and Secretariat
Brunel University of London
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 to or exceeds £10 (charged at £0.10 per page).

Document Review

Current Version Number	Previous Version Number	Year of Publication
2024 V1.0	Not Applicable	
2025 V1.0	2024 V1.0	

Document Sign Off

The University's publication scheme has been reviewed and signed off by the University's Information Assurance Committee (IAC).

Date Signed off by IAC:

Publication Scheme

The publication scheme is split into 7 difference categories, which are:

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. List and registers
7. The services we offer

1. Who we are and what we do

This section provides information on how the University is organised, its structure, location and contact details.

Function	Link to information
Legal Framework	<ul style="list-style-type: none">- The Charter- Statutes which govern Senate
How the University is organised	<ul style="list-style-type: none">- Committee chart- Council- Council Ordinance 5- Senate- Senate Regulation 1- Principal Officers- Colleges and Institutes
Location and contact details	<ul style="list-style-type: none">- How to find Brunel- Contact Brunel
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 or partly owned by it.	<ul style="list-style-type: none">- Imperial College Health Partners- Partnerships
Student activities	<ul style="list-style-type: none">- Union of Brunel Students- Campus Life- Student Activities

2. What we spend and how we spend it

This section provides financial information relating to projected and actual income and expenditure, procurement, contractual and financial audit.

Function	Link to information
Funding/Income	<ul style="list-style-type: none"> - Brunel University London Finances – Student Fees - HEFCE - Council Ordinance 11 - Student finance (undergraduate) - Student finance (postgraduate fees) - Student finance (postgraduate funding) - International student funding - Office for Students (OfS)
Financial statements, budgets and variance reports	- Financial statements
Financial audit reports	Information is available on request, although in some cases exemptions/exceptions may be applied.
Capital programme	Information is available on request, although in some cases exemptions/exceptions may be applied.
Financial regulations and procedures	- Council Ordinance 10
Staff pay and grading structures	Information is available on request, although in some cases exemptions/exceptions may be applied.
Register of suppliers	Information is available on request, although in some cases exemptions/exceptions may be applied.
Procurement, tender procedures and reports	- Procurement
Contracts	Information regarding contracts exceeding £25,000 is available on request, although in some cases exemptions/exceptions may be applied.
Research funding	Information is available on request, although in some cases exemptions/exceptions may be applied.
Facts & Figures	- Facts & Figures

3. What our priorities are and how we are doing

This section provides information about strategies and plans, performance indicators, audits, inspections and reviews.	
Function	Link to information
Academic quality and standards	- Quality and Standards
External and internal audit; review information	- Quality and Standards - Council Ordinance 19
Corporate relations	- Employing Students - Recruiting Brunel Talent - Corporate Relations - Professional Development Courses
Government and regulatory reports	- HEFCE - HESA - Office for Students (OfS) - UKRI – UK Research and Innovation
The University's compliance with its duties under the Equality Act 2010	- Equality and Diversity

4. How we make decisions

This section contains information about our decision-making processes and records of our decisions.

Function	Link to information
Agenda, Officer's reports, background papers and minutes from Council/Senate, academic boards, steering groups and committees.	- Council – minutes are available here - Senate - University Research Ethics Committee Information is available on request, although in some cases exemptions/exceptions may be applied.
Education Enhancement Committee minutes	Information is available on request, although in some cases exemptions/exceptions may be applied.
Minutes of staff/student consultation meetings	Information is available on request, although in some cases exemptions/exceptions may be applied.
Appointment committees and procedures	- Council Ordinances see Ordinances 2, 3, 6, 13 and 14 - Senate Regulation 9 - Job Vacancies
Council and Environmental Sustainability meetings	The number of attendees and the frequency of meetings. This information will have to be extracted

	<p>from published records here: Financial statements Brunel University of London</p> <p>The frequency is set out in the Council Ordinance 05 here: co05.pdf.</p>
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5. Our policies and procedures

This section contains our current written protocols, policies and procedures for delivering our services and responsibilities.

Function	Link to information
Policies and procedures for conducting University business	Administration Governance Freedom of Information
Policies and procedures relating to academic services	<ul style="list-style-type: none"> - College student handbooks (these will be supplied upon request) - Senate regulations - Council Ordinance 16 (Honorary and Emeritus Awards) - Academic Appeals - Complaints
Procedures and policies relating to student services	<ul style="list-style-type: none"> - Admissions policy - Access and Widening Participation - Accommodation - Courses - Campus life - International students - Registration - General information and The Student Contract
Procedures and policies relating to human resources	<ul style="list-style-type: none"> - Human Resources - Staff Development <p>Information is available on request, although in some cases exemptions/exceptions may be applied.</p>
Procedures and policies relating to recruitment	<ul style="list-style-type: none"> - Job Vacancies - Recruitment and Selection Policy
Code of conduct for members of governing bodies	<ul style="list-style-type: none"> - Conflict and Declaration of Interest policy - Ethical Framework
Equality and diversity	<ul style="list-style-type: none"> - Equality and diversity

Health and safety	<ul style="list-style-type: none"> - Policy on Health & Safety at Work - Health, safety and security information
Estate management	<p>A number of environment and sustainability policies are available.</p> <p>Information is available on request, although in some cases exemptions/exceptions may be applied.</p>
Complaints policy	<ul style="list-style-type: none"> - FOI policies and guidelines - Appeals and complaints - Council Ordinances - Academic Appeals - Complaints - Community Liaison
Records management and personal data policies	<ul style="list-style-type: none"> - Records management - University Archives - Data protection
Research policy and strategy	<ul style="list-style-type: none"> - Council Ordinance 5 - Senate Regulation 1 - Research at Brunel - Research Integrity Code of Practice - Knowledge transfer partnerships - Commercialisation - Code of research ethics - Intellectual property policy <p>Information about the University's research strategy is available on request, although in some cases exemptions/exceptions may be applied.</p>
Transparency statement that we are required to be publish by the Office for Students (OfS).	<ul style="list-style-type: none"> - Admissions transparency
Anti-Money Laundering and Anti-Bribery and Corruption policies	<ul style="list-style-type: none"> - Anti-bribery and corruption policy - Anti-money laundering policy

6. Lists and registers

This section provides information contained within lists and/or registers that are publicly available on the University's website and upon request.

Function	Link to information
Council members	- Council members
FOI/EIR request statistics	- Freedom of Information statistics

HESA Information	Information from 2015 to current year can be found on HESA's website here - Table 3 - Emissions and waste HESA
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7. The services we offer

This section provided information about the services we offer to prospective students, current students, members of staff and the public.

Function	Link to information
Prospectus and open days	- Prospectus request page - Open Days
Course content	- Colleges and Institutes - Courses & Course Finder - How to apply (UK/EU undergraduates) - How to apply for Postgraduate Taught Courses - How to apply for Research Courses
Course fees	- Undergraduate Fees - Postgraduate Fees - International Student Fees
Grants, bursaries and scholarships	- Undergraduates – Other Funding - Postgraduate Funding - Brunel International Scholarships
Services for which the University is entitled to recover a fee together with those fees	- Conference facilities
Welfare and counselling	- Student development and support
Health including medical services	- Medical Centre
Careers, Placements and Professional Development	- Professional Development Centre
Chaplaincy services	- Faith and religion
Sports and recreational facilities	- Brunel Sport - Sport and fitness
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
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