Introduction

Brunel University 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 London 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, or sending a letter to:

Information Access Officer
Governance, Information & Legal Office
Brunel University 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 or exceeds £10 (charged at £0.10 per page).
1. Who we are and what we do

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

- Legal framework
  
  The Charter

- How the University is organised
  
  Committee chart
  Council
  Council Ordinance 5
  Senate
  Senate Regulation 1
  Principal Officers
  Colleges and institutes

- Location and contact details
  
  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 sponsor and companies wholly or partially owned by it.

  Imperial College Health Partners
  Partnerships

- Student activities
  
  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, contracts and financial audit.

- Funding/income
  
  Brunel University London Finances – Student Fees
  HEFCE
  Council Ordinance 11
  Student finance (undergraduate)
  Student finance (postgraduate fees)
  Student finance (postgraduate funding)
  International student funding

- Financial statements, budgets and variance reports
  
  Financial statements
• Financial audit reports
  These are available on request, although in some cases exemptions may be applied.

• Capital programme
  Information is available on request, although in some cases exemptions may be applied.

• Financial regulations and procedures
  Council Ordinance 10

• Staff pay and grading structures
  This information will be supplied upon request, although in some cases exemptions may be applied.

• Register of suppliers
  This information will be supplied upon request, although in some cases exemptions may be applied.

• Procurement and tender procedures and reports
  Procurement

• Contracts
  Information about contracts exceeding £25,000 will be supplied on request, although in some cases exemptions may be applied.

• Research funding
  This information will be supplied upon request, although in some cases exemptions may be applied.

3. What our priorities are and how we are doing

This section provides information about strategies and plans, performance indicators, audits, inspections and reviews.

• Corporate and business plans
  Strategic plan

• Academic quality and standards
  Quality and Standards

• External and internal audit; review information
  Quality and Standards
  Programme Monitoring and Review
  Council Ordinance 19
4. How we make decisions

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

- Agenda, Officers’ reports, background papers and minutes from Council/Senate, academic boards, steering groups and committees
  
  University Research Ethics Committee
  
  Information will be supplied upon request, although in some cases exemptions may be applied.

- Education Enhancement 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 committees and procedures
  
  Council Ordinances
  Senate Regulation 9
  Job Vacancies

5. Our policies and procedures

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

- Policies and procedures for conducting University business
  
  Administration
  Governance
  General Information, Documents and Policies
  Freedom of Information
• Policies and procedures relating to academic services
  College student handbooks (these will be supplied upon request)
  Senate regulations
  Council Ordinance 16 (Honorary and Emeritus Awards)
  Academic Appeals
  Complaints
  Student Handbook

• Procedures and policies relating to student services
  Admissions policy
  Access and Widening Participation
  Accommodation
  Courses
  Student Guide
  Campus life
  International students
  Registration
  SITS Data Management
  General information

• Procedures and policies relating to human resources
  Human Resources
  Staff Development
  Information will be supplied upon request.

• Procedures and policies relating to recruitment
  Job Vacancies

• Code of Conduct for members of governing bodies
  Conflict and Declaration of Interest policy
  Ethical Framework

• Equality and Diversity
  Equality and diversity

• Health and Safety
  Policy on Health & Safety at Work
  Health, safety and security information

• Estate management
  A number of environmental policies are available.
  Specific information will be supplied upon request.
6. Lists and registers

Council members

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

7. The services we offer

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

- Prospectus and Open Days
  - Prospectus request page
  - Open Days

- Services for outside bodies
  - Business
  - Community and Visitors
• 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
  Employability
  Placement and Careers 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