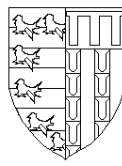


PEMBROKE COLLEGE · CAMBRIDGE

Publication Scheme



First Edition

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PART I

INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'Public Authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public Authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, Pembroke College's **commitment** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for higher education

- 3.1 Pembroke College has adopted the model publication scheme developed for the Higher Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at: www.jisc.ac.uk.

4. Who we are

Pembroke College is a College within the University of Cambridge that provides opportunities for men and women normally aged 18 and over to study for undergraduate and postgraduate degrees. In addition Pembroke College has over 60 Fellows who carry out research in a diverse range of subjects; a large majority of the Fellows actively participate in the teaching and supervising of the student body.

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 To request information available through our publication scheme, please contact:

The Freedom of Information Officer, Pembroke College, Cambridge, CB2 1RF.
E-mail: foi@pem.cam.ac.uk

5.4 Please note that a publication scheme relates to ‘published’ information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Feedback

7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

The Freedom of Information Officer, Pembroke College, Cambridge, CB2 1RF.
E-mail: foi@pem.cam.ac.uk

- 7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

8. Copyright

Pembroke College owns the copyright to publications within this scheme. Copies of these publications may be made for purposes of private study or research without permission in accordance with the Copyright, Designs and Patents Act 1988. Applications for commercial reproduction should be made in writing to the Freedom of Information Officer at the address in 5.3.

9. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

PART II

Main categories

These nine main groups (and the classes within them) form the Model Publication Scheme (MPS) for Higher Education Institutions. Pembroke College, Cambridge has elected to adopt this scheme without modification. The nine main groups are in a logical order and no one single section has a higher status than another.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed.

The main groups of classes of information in the MPS are:

- 1 GOVERNANCE
- 2 FINANCIAL RESOURCES
- 3 HUMAN RESOURCES
- 4 PHYSICAL RESOURCES
- 5 STUDENT ADMINISTRATION AND SUPPORT
- 6 INFORMATION SERVICES
- 7 TEACHING AND LEARNING
- 8 RESEARCH AND DEVELOPMENT
- 9 EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fits in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

1. Governance

Introduction

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the College, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	The College was incorporated by Charter, 24 th December 1347, and is registered at Companies House under no. RC 601. It is governed by Statutes approved by the Queen in Council, those currently in force being dated 1990, 1993, 1995, and being the Statutes made by the Cambridge University Commissioners under the Universities of Oxford and Cambridge Act 1923, with subsequent amendments and additions, and by the Standing Orders approved by the College Council.	Paper (on request)	£
1.2	Governance structure	Governing Body Committees and their membership of committee Minutes: - Confirmed minutes of College Meetings <i>Please note these minutes will only contain matters dealt with in open business</i>	Paper (on request) Paper (on request) Paper (on request)	£ £ £

1.3	How the institution is organised	<p>Organisation charts</p> <p>List of Fellows</p>	<p>Paper (on request)</p> <p>www.pem.cam.ac.uk/contacts/fellows.html</p>	<p>£</p> <p>n/a</p>
1.4	Information on the institutional context	<p>College aims</p> <p>Teaching (see later)</p> <p>Handbooks (see later)</p>	<p>Paper (on request)</p> <p>Paper (on request)</p> <p>Paper (on request)</p>	<p>£</p> <p>£</p> <p>£</p>
1.5	Management structure	<p>Major Departments/College Officers</p> <p>Heads of Department</p>	<p>Paper (on request)</p> <p>Paper (on request)</p>	<p>£</p> <p>£</p>

2. Financial Resources

Introduction

This section covers information on the College's strategy and management of financial resources. The Accounts Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1	Finance	Annual accounts	Paper (on request)	£
		Pensions schemes	Paper (on request)	£
		Salaries and benefits	Paper (on request)	£
2.2	Resource planning	Audited statutory accounts	Paper (on request)	£
		Annual Financial Review	Paper (on request)	£
		Annual Financial Summary	Paper (on request)	£

N.B. The College financial year is from 1st July to 30th June.

3. Human Resources

Introduction

This section covers information on the College's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	Class	Description	Manner	Fee
3.1	Employment and employee relations	Equal opportunity policy General Regulations and Conditions of Employment for College Staff. Salary structure - Fellows and Staff (university website) Staff Handbook (when available) Health & Safety handbook Information for Fellows Job vacancies – as available	Paper (on request) Paper (on request) www.admin.cam.ac.uk/offices/personnel/salary/ Paper (on request) Paper (on request) Paper (on request) www.pem.cam.ac.uk/jobs/ Press and Paper (on request)	£ £ n/a £ £ £ n/a n/a
3.2	Equal opportunities	Equal opportunities policy Staff Handbook (when available)	Paper (on request) Paper (on request)	£ £
3.3	Staff Development	Training and development policy	Paper (on request)	£

4. Physical Resources

Introduction

Information that provides specific details of the College's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	Class	Description	Manner	Fee
4.1	Estates	Schedule of Works	Paper (on request)	£
		Recycling policy (Green statement)	Paper (on request)	£
		Map of main site	www.pem.cam.ac.uk/virtual/map.html	n/a
		Address and Directions	Pembroke College, Cambridge CB2 1RF Phone: +1223 338100 Fax: +1223 338163 www.pem.cam.ac.uk/about/access.html	n/a

5. Student Administration and Support

Introduction

This section contains information on how the College manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	Student Admissions website Admissions Prospectus Data on student admissions, background and progression are published by Cambridge University Qualifications awarded to students (University Reporter - 1 st issue in July)	www.pem.cam.ac.uk/admissions www.pem.cam.ac.uk/admissions/prospectus-form.html www.admin.cam.ac.uk/reporter Paper (on request) from University Press Bookshop, Trinity Street, CB2 1SZ	n/a n/a n/a £
5.2	Student accommodation	Accommodation services Rents Student Handbook (when available)	Paper (on request) Paper (on request) Paper (on request)	£ £ £
5.3	Student administration	Students records administration Student records policy falls within the College policy statement on Data Protection	Paper (on request) Paper (on request)	£ £
5.4	Student admission and registration	Admissions procedure statement Educational Provision of the Cambridge Colleges College Admissions website College Prospectus Cambridge University Undergraduate Prospectus (Cambridge Admissions Office, 8/9 Jesus Lane, CB5 8BA)	Paper (on request) www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf www.pem.cam.ac.uk/admissions/ www.pem.cam.ac.uk/admissions/prospectus-form.html www.cam.ac.uk/cambuniv/ugprospectus/	£ n/a n/a n/a n/a
5.5	Student discipline	College rules and regulations Complaints procedure	Paper (on request) Paper (on request)	£ £
5.6	Student learning support services	Teaching questionnaire Supervisions (CamCORS) Student progress meetings with their Director of Studies, Tutors and their own Progress files Student Handbook (when available) Cambridge University Student Union University of Cambridge Disability Resource Centre University of Cambridge Senior Tutor's Committee	www.pem.cam.ac.uk/tutorial/selfassessment.html (actual questionnaire available on request) Paper (on request) see also www.camcors.cam.ac.uk Paper (on request) Paper (on request) www.cusu.cam.ac.uk/ www.cam.ac.uk/cambuniv/disability/hefce.html www.admin.cam.ac.uk/committees/seniortutors	n/a (£) £ £ £ n/a n/a n/a

5.7	Student liaison	Senior and Junior Members Consultative Committee minutes	Paper (on request)	£
5.8	Student policies	Student Handbook	Paper (on request)	£
5.9	Student welfare	Financial support	Paper (on request)	£
		Tutorial system	Paper (on request)	£
		Nurse	Paper (on request)	£
		Student Handbook (when available)	Paper (on request)	£
		Health and Safety Booklet	Paper (on request)	£
		Sports and recreational facilities	www.pem.cam.ac.uk/jp/peminfo/socs.html www.cam.ac.uk/cambuniv/sportculture.html	n/a
		Chaplaincy services	www.pem.cam.ac.uk/chapel/ www.ely.anglican.org/parishes/camgsm/chaplaincy/chapindx.htm	n/a
		University of Cambridge Senior Tutor's Committee website	www.admin.cam.ac.uk/committee/seniortutors/	n/a
		Cambridge University Students Union	www.cusu.cam.ac.uk/support/	n/a
		University Counseling Service	www.counselling.cam.ac.uk/	n/a
5.10	Student associations and activities	Junior Common Room Constitution (undergraduates)	www.pem.cam.ac.uk/jp/jpc/constitution.html	n/a
		Middle Common Room Constitution (Graduates)	Paper (on request)	£
		Junior Parlour website	www.pem.cam.ac.uk/jp/	n/a
		Graduate Parlour website	www.pem.cam.ac.uk/gp/	n/a
		University Graduate and Undergraduate student Union details	www.cusu.cam.ac.uk/ www.gradunion.cam.ac.uk/	n/a

6. Information Services

Introduction

This section covers those functions within the College that provide access to information for the student body and both academic and administrative staff. (These include libraries, computing services and information support services.)

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	Library (Open to all members of the College, anyone else who requires access would need to consult the Library staff)	www.pem.cam.ac.uk/academic-life/libinfo.html	n/a
		Computers - computing facilities are only available to Fellows, staff and students	www.pem.cam.ac.uk/IT/	n/a
		Gym - only available to Fellows, staff and students	Paper (on request)	£
		Bar - only open to members of the College community	Paper (on request)	£
		Archives The College Archives are the records of the College and its property. Any person may normally use the archives provided they make an appointment to do so and provide some form of accreditation such as a letter of reference or satisfactory statement of the purpose of their research. Information in the College Archives dates from c.1347, and is available through descriptions in various catalogues and finding aids, and by personal inspection of the records. The Archives are maintained by the College archivist and in the first instance she should be contacted.	Paper (on request)	£
6.2	Mission statements and related documents	Aims of the College	Paper (on request)	£
		Staff Handbook (when available)	Paper (on request)	£
6.3	Policies with regard to data and information	College data protection policy records etc.	Paper (on request)	£
		Information on the website	www.pem.cam.ac.uk/about/data-protection.html	£
6.4	Procurement and disposal policies	Policy relating to the procurement and disposal of equipment	Paper (on request)	£
6.5	Scope of collections held	Library Web Site	www.pem.cam.ac.uk/academic-life/libinfo.html	n/a
		Archives	Paper (on request)	£

7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the College, including mechanisms for reviewing and ensuring the quality of teaching provided.

	Class	Description	Manner	Fee
7.1	Academic year dates	University of Cambridge Term dates	www.cam.ac.uk/cambuniv/termdates.html	n/a
7.2	External review information	College Prospectus	www.pem.cam.ac.uk/admissions/	n/a
		Cambridge University admissions and selection procedures	www.cam.ac.uk/cambuniv/ugprospectus/	n/a
		Code of good practice for admissions	www.cam.ac.uk/cambuniv/undergrad/tguide/	n/a
		The Educational Provision of the Cambridge Colleges	www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf	n/a
		Cambridge University Quality Assurance Guide	www.admin.cam.ac.uk/offices/education/quality/qaguide/	n/a
		Link to latest QAA report for Cambridge University	www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm	n/a
7.3	Graduation information	Graduation dates	www.admin.cam.ac.uk/univ/degrees/dates/	n/a
		General Information	www.pem.cam.ac.uk/graduation/	n/a
7.4	Information on the institution's internal procedures for assuring academic quality and standards	Self-assessment	Paper (on request)	£
		Supervision Reporting System	Paper (on request)	£
7.5	Qualitative data on the quality and standards of learning and teaching	University of Cambridge policies which are adhered to by the College	www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm www.admin.cam.ac.uk/offices/education/quality/qaguide	n/a n/a
7.6	Staffing structure of schools/departments	List of Teaching Fellows	www.pem.cam.ac.uk/contacts/fellows.html	n/a
7.7	Student assessment strategy	Progress files	www.caret.cam.ac.uk/transkills/documents/tutors_guide1.pdf	n/a
		University of Cambridge Board of Examinations is responsible for the organisation of all University Examinations (Board of Examinations, 10 Peas Hill, Cambridge, CB2 3PN)	www.admin.cam.ac.uk/offices/exams/	n/a
7.8	Tuition fees	Student Handbook (when available)	Paper (on request)	£
		College prospectus	www.pem.cam.ac.uk/admissions	n/a
		University of Cambridge Undergraduate Prospectus	www.cam.ac.uk/cambuniv/ugprospectus/	n/a
		University of Cambridge Graduate Prospectus	www.admin.cam.ac.uk/univ/gsprospectus/	n/a

8. Research and Development

Introduction

This section covers information relating to the College's management and funding of its research activities – it does not include the actual results or data from research undertaken. It should also be noted that in some cases information that reveals the identity of those involved in the research process maybe exempt from publication for health and safety reasons.

	Class	Description	Manner	Fee
8.1	Committees	Fellows and their interests	www.pem.cam.ac.uk/contact/fellows.html	n/a
8.2	Funding	Annual Notice for Research Fellowship Competition	www.pem.cam.ac.uk/jobs/ www.admin.cam.ac.uk/reporter/ National Newspapers (Guardian & THES)	n/a
		Details of Research Fellowship competitions	Paper (on request)	£
		Benefactors Scholarships – Annual Advertisement	Paper (on request)	£
8.3	Research Policies	Intellectual Properties Rights (Development office)	Paper (on request)	£
		University of Cambridge Research Policy	www.cam.ac.uk/cambuniv/research.html	n/a

9. External Relations

Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

Members of the public are also likely to find the same or related information is available from the external partners with which the College has links.

	Class	Description	Manner	Fee
9.1	Alumni	<p>Publications:</p> <ul style="list-style-type: none"> Pembroke Gazette (published annually) The Martlet (published annually) Selection of books <p>Events:</p> <ul style="list-style-type: none"> Details of events for Alumni <p>Alumni Organisations:</p> <ul style="list-style-type: none"> Society Committees Society information and activities <p>General information for Pembrokeians:</p> <ul style="list-style-type: none"> Details of alumni benefits and privileges Information relating to the College's credit card programme and how to apply Contact details for the Pembroke Alumni Office <ul style="list-style-type: none"> Details of College's merchandise 	<p>Paper (on request)</p> <p>Paper (on request)</p> <p>Paper (on request)</p> <p>www.pem.cam.ac.uk/alumni/events/</p> <p>www.pem.cam.ac.uk/alumni/societies/ www.pem.cam.ac.uk/alumni/societies/</p> <p>www.pem.cam.ac.uk/alumni/ www.pem.cam.ac.uk/alumni/services/</p> <p>Alumni Office, Pembroke College, Cambridge CB2 1RF Tel: +1223 339079; Fax: +1223 339081</p> <p>www.pem.cam.ac.uk/alumni/memorabilia/</p>	<p>£</p> <p>£</p> <p>£</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p>
9.2	Fundraising	<p>Ways to Support the College:</p> <ul style="list-style-type: none"> Legacies Single Gifts Regular giving Other forms of giving Tax efficient giving 	<p>www.pem.cam.ac.uk/development/</p>	n/a
9.4	Government and Regulator relations	<p>Relations between the Colleges and the rest of the University of Cambridge are overseen by the University Council which has responsibility for the management and administration of the whole of the University. Details about the work of the council is available on the University of Cambridge website</p>	<p>www.cam.ac.uk/cambuniv/pubs/works/council.html</p>	n/a
9.5	Marketing and recruitment	<p>Admissions Website Prospectus</p> <p>Job vacancies - when available</p>	<p>www.pem.cam.ac.uk/admissions/</p> <p>www.pem.cam.ac.uk/jobs/</p>	<p>n/a</p> <p>n/a</p>
9.6	Public Relations	<p>Admissions Website Prospectus</p> <p>Press releases when applicable</p> <p>Freshers pack</p> <p>Conference Facilities</p> <p>General Information for Visitors</p>	<p>www.pem.cam.ac.uk/admissions/</p> <p>www.pem.cam.ac.uk/about/news.html www.admin.cam.ac.uk/news/index.cgi</p> <p>Paper (on request)</p> <p>www.pem.cam.ac.uk/conferences/</p> <p>www.pem.cam.ac.uk</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>£</p> <p>n/a</p> <p>n/a</p>