RAVENSBOURNE UNIVERSITY LONDON PUBLICATION SCHOOL UNDER THE FREEDOM OF INFORMATION ACT 2000 (FOIA 2000)

Ravensbourne currently publishes as much information as possible on its website or intranet. All electronic documents available over the internet or intranet are made available free of charge, unless otherwise stated. Where information is only available in paper form, a single copy is available in black and white. Where information has been requested in paper form, the University will consider the effects on the environment in deciding whether it can be supplied in paper form. We will aim to respond to requests for information within 20 working days of receipt of request. Multiple copies of any hard copy document will be charged for at the rate of 25p per page.

The main groups of classes of information in the Publication Scheme are:

1. Who we are and What we do
2. What we spend and how we spend it
3. What are our priorities and how are we doing
4. How we make decisions
5. Policies and Procedures
6. Lists and Registers
7. The services we offer

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1 Who we are and what we do			
Class	**Description**	**Location**	**Fee**
Legal Framework	Corporate status	Website	N
	Governance	FOI Request (will be published at a later date)	N
Organisation	Management structure	Intranet/FOI Request	N
	Terms of reference and membership of committees	FOI Request (will be published at a later date)	N
Location	Map	Website	N
Contact details	How to contact Ravensbourne	Website	N
	Partnerships	Website	N
Student Activities	Student Union	RSU website	N
	Rave Lates	Website	N
2 What we spend and how we spend it			
Class	**Description**	**Location**	**Fee**
Financial information	Statements	FOI Request	None
	Audit Reports	FOI request	None
	Capital programme	FOI request	None
	Financial regulations and procedures	FOI request	None
	Staff allowances and expenses	FOI request	None
	Register of suppliers	FOI request	None
	Tender process	FOI request	None
	Contracts	FOI request	None
	Research funding	FOI request	None

3 What are our priorities and how are we doing			
Class	**Description**	**Location**	**Fee**
Performance	Annual report	FOI Request	N
	Institution Strategy	Website	N
	Academic Quality and Standards	Intranet/FOI Request	N
Audit	Internal and external audit reports	FOI Request	N
	Annual monitoring	Website	N
	Programme approval	FOI Request	N
Corporate relations	Links with employers	Website	N
	Programme development	FOI Request	N
Equality Information	Equality Framework	Website	N

4 How we make decisions			
Class	**Description**	**Location**	**Fee**
Governance	Board of Governors agenda, minutes and papers	Intranet/FOI Request	N
	Academic Board agenda, minutes and papers	Intranet/FOI Request	N
	AB subcommittee agenda, minutes and papers	Intranet/FOI Request	N
Teaching and Learning	Learning Curriculum and Student Experience Committee Agenda, minutes and papers	Intranet/FOI Request	N
	Boards of Study	Intranet/FOI Request	N
	Staff/Student Liaison Committees	Intranet/FOI Request	N
			N
Appointment Committees	Governors Remuneration Committee	FOI Request	N
			N
Appointment procedures	HR Policies	Intranet/FOI Request	N

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5 Our policies and procedures			
Class	**Description**	**Location**	**Fee**
Corporate	Board of Governors	Website	N
	Code of Conduct for Members	Website	N
Academic Services	Quality Department	Intranet/FOI Request	N
	Complaints	Website	N
Student Services	Student Services	Website	N
Human Resources	HR Policies	Intranet/FOI Request	N
	Equality Framework	Website	N
	Pay Policy	Intranet/FOI Request	N
	Recruitment	Website	N
Facilities	Health and Safety	Intranet/FOI Request	N
	Estate management	Intranet/FOI request	N
Research	Research policy	Website	N
	Funded research	Website	N
Data protection	GDPR	Website	N

6 Lists and Registers			
Class	**Description**	**Location**	**Fee**
Asset Registers	IT Asset Register	FOI Request	N
	CLR Asset Register	FOI Request	N
CCTV	CCTV Footage	FOI Request	N
Register of Gifts	HR	FOI Request	N

7. The services we offer			
Class	**Description**	**Location**	**Fee**
Prospectus	Hard copy	Available on request	N
	Website information	Website	N
Course content	Definitive documents	Website	N
Information on Fees and Funding	Tuition Fees	Website	N
Student Support	Welfare	Intranet/FOI Request	N
	Health	Intranet/FOI Request	N
	Careers	Intranet/FOI Request	N
Other services	Conference facilities	Website	N