

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



<b><u>1 Who we are and what we do</u></b>			
<b><u>Class</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Fee</u></b>
Legal Framework	Corporate status	<a href="#">Website</a>	N
	Governance	FOI Request (will be published at a later date)	N
Organisation	Management structure	<a href="#">Intranet</a>	N
	Terms of reference and membership of committees	FOI Request (will be published at a later date)	N
Location	Map	<a href="#">Website</a>	N
Contact details	How to contact Ravensbourne	<a href="#">Website</a>	N
	Partnerships	<a href="#">Website</a>	N
Student Activities	Student Union	<a href="#">RSU website</a>	N
	Rave Lates	<a href="#">Website</a>	N
<b><u>2 What we spend and how we spend it</u></b>			
<b><u>Class</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Fee</u></b>
Financial information	Statements	FOI Request (will be published at later date)	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

<b><u>3 What are our priorities and how are we doing</u></b>			
<b><u>Class</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Fee</u></b>
Performance	Annual report	<a href="#">Website</a>	N
	Institution Strategy	<a href="#">Website</a>	N
	Academic Quality and Standards	FOI Request (will be published at later date)	N
Audit	Internal and external audit reports	FOI Request	N
	Annual monitoring	FOI Request (will be published at a later date)	N
	Programme approval	FOI Request (will be published at a later date)	N
Corporate relations	Links with employers	<a href="#">Website</a>	N
	Programme development	FOI Request (will be published at a later date)	N
Equality Information	Equality Framework	<a href="#">Website</a>	N

<b><u>4 How we make decisions</u></b>			
<b><u>Class</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Fee</u></b>
Governance	Board of Governors agenda, minutes and papers	FOI Request (will be published at later date)	N
	Academic Board agenda, minutes and papers	FOI Request (will be published at later date)	N
	AB subcommittee agenda, minutes and papers	FOI Request (will be published at later date)	N
Teaching and Learning	Learning Curriculum and Student Experience Committee Agenda, minutes and papers	FOI Request (will be published at later date)	N
	Boards of Study	FOI Request (will be published at later date)	N
	Staff/Student Liaison Committees	FOI Request (will be published at later date)	N
			N
Appointment Committees	Governors Remuneration Committee	FOI Request	N
			N
Appointment procedures	HR Policies	FOI Request	N



<b><u>5 Our policies and procedures</u></b>			
<b>Class</b>	<b>Description</b>	<b>Location</b>	<b>Fee</b>
Corporate	Board of Governors	<a href="#">Website</a>	N
	Code of Conduct for Members	<a href="#">Website</a>	N
Academic Services	Quality Department	FOI Request (will be published at a later date)	N
	Complaints	FOI Request	N
Student Services	Student Services	FOI Request (will be published at a later date)	N
Human Resources	HR Policies	FOI Request	N
	Equality Framework	<a href="#">Website</a>	N
	Pay Policy	FOI Request (will be published at a later date)	N
	Recruitment	FOI Request (will be published at a later date)	N
Facilities	Health and Safety	FOI Request (will be published at a later date)	N
	Estate management	FOI request	N
Research	Research policy	FOI request	N
	Funded research	FOI request	N
Data protection	GDPR	FOI Request	N



<b>6 Lists and Registers</b>			
<b><u>Class</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Fee</u></b>
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

<b><u>7. The services we offer</u></b>			
<b><u>Class</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Fee</u></b>
Prospectus	Hard copy	Available on request	N
	Website information	<a href="#">Website</a>	N
Course content	Definitive documents	<a href="#">Intranet</a>	N
Information on Fees and Funding	Tuition Fees	<a href="#">Website</a>	N
Student Support	Welfare	Intranet	N
	Health	Intranet	N
	Careers	Intranet	N
Other services	Conference facilities	<a href="#">Website</a>	N