

UNIVERSITY OF LEEDS  
FREEDOM OF INFORMATION ACT  
PUBLICATION SCHEME  
GUIDANCE ON OBTAINING INFORMATION

January 2009

**General**

This guidance follows the Definition Document for Universities developed by the Information Commissioner so that universities meet their legal commitment under the model publication scheme. The University makes the information in this definition document available unless:

- It does not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive or exhaustive list. The University endeavours to provide as much information as possible on a routine basis mainly through its website at [www.leeds.ac.uk](http://www.leeds.ac.uk) .

If you are looking for information and services you can expect the University to regularly or routinely provide you will probably find it simpler to search or explore the rest of our website for the information you require before submitting a request under the Freedom of Information Act. For example:

For information on admissions, programmes or a prospectus try:  
[http://www.leeds.ac.uk/quick\\_links/ql10.htm](http://www.leeds.ac.uk/quick_links/ql10.htm)

For replacement certificates, authentication or verification of awards try:  
<http://www.leeds.ac.uk/studentsservicescentre/counterservices/index.htm>

Information published on the University website is free to access in that format subject to any copyright restrictions as noted at: <http://www.leeds.ac.uk/foi/legal.htm>

This guide to the information the University makes available to the public should assist you locate the information on our website or advise you how you can obtain it. It is currently published as a downloadable pdf file as the University website is being reviewed and developed to make it easier to find information. The special Freedom of Information buttons on the left hand side of the University's Freedom of Information webpages, which follow the classes of information the Information Commissioner has identified, will in due course provide links to listings within these categorisations.

**If You Cannot Find the Information You Seek.....**

If you cannot find the information you seek on, or cannot access, the University's website you can e-mail or write to the University specifying the information you need:

e-mail: [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

Write to:  
The Freedom of Information Officer  
Secretariat, Level11 E C Stoner Building  
The University of Leeds  
LEEDS LS2 9JT

telephone: 0113 343 3625

Generally the provision of printed copies of any web pages or the original hard copy version of a publication will incur charges to cover the cost of duplication, administration and postage where the number of pages exceeds 14. Any charges, payable in advance, will normally be calculated on a basis of £4+postage for the first 15 pages plus an additional 25p for each additional page requested.

## **Problems and Complaints**

If you have any enquiries or experience any difficulties with the University's Publication scheme or a response to a request for information please let in touch with us by contacting the Freedom of Information Officer by e-mail, telephone or in writing to the contact details above.

If you wish to complain about the response you have received or to request a review of the University's decision your complaint/request will be considered under the University's procedures for handling Complaints <http://campus.leeds.ac.uk/docs/stucompsproc.doc> You should address your letter to the University Complaints Officer who is David Wardle. He can be contacted at:

The Secretariat  
Level 11, EC Stoner Building  
University of Leeds  
Leeds LS2 9JT

Email: [d.wardle@adm.leeds.ac.uk](mailto:d.wardle@adm.leeds.ac.uk)  
Tel: 0113 343 4452

## **Guide to Information Listed in accordance with the Definition Document Associated with the University's Publication Scheme**

*To avoid the inclusion within this guide of substantial lists of links in need of constant revision as the website is updated a single link to the relevant website page may be given against a class of information.*

### **Who we are and what we do**

*Organisational information, structures, locations and contacts.*

This information is published on [www.leeds.ac.uk](http://www.leeds.ac.uk) .

The following main pages provide links to much of the information in this class as follows:

About the University <http://www.leeds.ac.uk/about/index.htm>

Visitors <http://www.leeds.ac.uk/visitors/index.htm>

- **Legal framework**

Information relating to the legal and corporate status of the institution:

<http://www.leeds.ac.uk/about/governance.htm>

- **How the institution is organised**

*Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. Terms of reference, membership and description of all boards and committees. Faculty and department structures and senior personnel.*

Governance <http://www.leeds.ac.uk/about/governance.htm>

Key Personnel - see [http://www.leeds.ac.uk/about/senior\\_officers.htm](http://www.leeds.ac.uk/about/senior_officers.htm)

University Boards and Committees: <http://campus.leeds.ac.uk/govern.htm>

Faculties and Schools: <http://www.leeds.ac.uk/faculty/>

- **Location and contact details**

Location: <http://www.leeds.ac.uk/visitors/index.htm>

Contact Details: [http://www.leeds.ac.uk/quick\\_links/ql10.htm](http://www.leeds.ac.uk/quick_links/ql10.htm) and the web page for the Faculty, School or Unit concerned

- **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 owned by it**

Links with Business <http://enterprise.leeds.ac.uk/> and <http://www.leeds.ac.uk/research/index.htm> and <http://campus.leeds.ac.uk/research.htm>

Links with the Professions: see the websites for the relevant University Schools

Links with the Community: <http://www.leeds.ac.uk/ace/index.htm>

International Links: <http://www.leeds.ac.uk/external-affairs/european> <http://enterprise.leeds.ac.uk/> and <http://www.leeds.ac.uk/research/index.htm>

For students: <http://www.leeds.ac.uk/international>

Collaborative Links and Affiliated Colleges and Institutions:

<http://www.leeds.ac.uk/aqst/documents/Collaborative%20Activity%20Approval.pdf>

University Wholly or Partly Owned Companies: <http://www.leeds.ac.uk/companies/>

- **Student activities**

*Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students.*

Leeds University Union (LUU) is a registered charity independent of the University. The University accordingly does not hold information about its activities. LUU publishes information about its activities on: <http://www.luuonline.com/index>

Information about University clubs, associations and non-academic activities including sports arranged for or by students can be found on the webpage of individual Schools and Units (see <http://campus.leeds.ac.uk/dept.htm#atoz-e>) with general links being given on <http://campus.leeds.ac.uk/students.htm>

#### **What we spend and how we spend it**

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*

- **Funding / income**

Information on the sources of funding and income, such as Funding Council grants, tuition fees, endowment, rents and investment income (including investment strategy). <http://www.leeds.ac.uk/finance>, [http://www.leeds.ac.uk/about/annual\\_report/index.htm](http://www.leeds.ac.uk/about/annual_report/index.htm), [http://www.leeds.ac.uk/about/financial\\_06/strategy.pdf](http://www.leeds.ac.uk/about/financial_06/strategy.pdf) with links from <http://campus.leeds.ac.uk/students.htm> for fees and rents

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Budgetary and account information**

*Annual Statement of Accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. We would expect revenue budgets and budgets for capital expenditure to be included.*

Annual Accounts: [http://www.leeds.ac.uk/about/annual\\_report/index.htm](http://www.leeds.ac.uk/about/annual_report/index.htm)

Financial Strategy: [http://www.leeds.ac.uk/about/financial\\_06/strategy.pdf](http://www.leeds.ac.uk/about/financial_06/strategy.pdf)

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Financial audit reports**

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Capital programme**

*Information on major plans for capital expenditure including any public private partnership contracts.*

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Financial regulations and procedures:**  
<http://www.leeds.ac.uk/finance/guidelines/guidelines.html>

- **Staff pay and grading structures:** <http://www.leeds.ac.uk/about/jobs>

- **Register of suppliers:** <http://www.leeds.ac.uk/purchasing>

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Procurement and tender procedures and reports**

*Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.*

<http://www.leeds.ac.uk/purchasing>

- **Contracts:** <http://www.leeds.ac.uk/purchasing>

- **Research funding**

*Information about Government, Research Councils, European, international and industrial funding for research together with information about the management of research accounts.*

<http://www.leeds.ac.uk/external-affairs/european>

<http://enterprise.leeds.ac.uk>

<http://www.leeds.ac.uk/rsu>

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

### **What our priorities are and how we are doing**

*Strategies and plans, performance indicators, audits, inspections and reviews.*

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Strategies and Plans**

Current information on strategies and plans is primarily published under the relevant links from <http://campus.leeds.ac.uk/govern.htm> or from the webpage for the School, Service or Body responsible for delivering the strategy or plan.

- **Overall Strategy:** <http://www.leeds.ac.uk/about/strategy/index.htm>
- **Annual report:** [http://www.leeds.ac.uk/about/annual\\_report/index.htm](http://www.leeds.ac.uk/about/annual_report/index.htm)
- **Corporate and business plans:** <http://www.leeds.ac.uk/about/strategy/plan.pdf>
- **Teaching and learning strategy:** [http://www.lts.leeds.ac.uk/lt\\_strategy.php?PAGE=2](http://www.lts.leeds.ac.uk/lt_strategy.php?PAGE=2)
- **Academic quality and standards** *Information on the University's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching* <http://www.leeds.ac.uk/aqst/index.htm>
- **External review information:** *Information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review* <http://www.leeds.ac.uk/aqst/index.htm>
- **Corporate relations:** *Information relating to the University's links with employers and the development of learning programmes* <http://enterprise.leeds.ac.uk>
- **Government and regulatory reports** *accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.*

Reports by external reviewing bodies may be available from their websites for example:

Quality Assurance Agency:

<http://www.qaa.ac.uk/reviews/reports/instReports.asp?ukprn=10007795>

GMC (for Medicine): <http://www.gmc->

[uk.org/education/undergraduate/undergraduate\\_qa/medical\\_school\\_reports.asp#L](http://www.gmc-uk.org/education/undergraduate/undergraduate_qa/medical_school_reports.asp#L)

GDC (for Dentistry): <http://www.gdc->

[uk.org/News+publications+and+events/Publications/Education+Reports/Inspection+of+BDS+and+BChD+programmes+at+UK+dental+schools.htm](http://www.gdc-uk.org/News+publications+and+events/Publications/Education+Reports/Inspection+of+BDS+and+BChD+programmes+at+UK+dental+schools.htm)

GDC (for Dental Hygiene and Dental Therapy): <http://www.gdc-uk.org/News+publications+and+events/Publications/Education+Reports/Inspections+to+DCP+programmes.htm>

TDA (for Teacher Training): <http://dataprovion.tda.gov.uk/public/page.htm?to-page=publicProfilesHome>

Information Required by Funding Bodies is generally accessible through <http://campus.leeds.ac.uk/govern.htm>

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

**How we make decisions** *Decision making processes and records of decisions.*

- **Minutes from governing body, Council / Senate, academic boards and steering groups**

Information in this category is published privately on the University website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Teaching and learning committee minutes:** <http://www.leeds.ac.uk/aqst/index.htm>
- **Minutes of staff / student consultation meetings:** <http://www.leeds.ac.uk/aqst/index.htm>

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Appointment committees and procedures:** <http://www.leeds.ac.uk/hr>

### **Our policies and procedures**

Information in this class is primarily published under the relevant links from <http://campus.leeds.ac.uk/govern.htm> or from the webpage for the School, Service or Body responsible for delivering the service and responsibilities.

- **Policies and procedures for conducting university business**

Codes of practice, memoranda of understanding, procedural rules, standing orders etc: <http://campus.leeds.ac.uk/govern.htm> or from the website for the relevant School or Service

Requests for Information: see above

- **Procedures and policies relating to academic services**

Honorary Degrees: <http://www.leeds.ac.uk/calendar/court.htm> and [http://tldynamic.leeds.ac.uk/leedsyorkshire/honorary/honorary\\_graduates.asp](http://tldynamic.leeds.ac.uk/leedsyorkshire/honorary/honorary_graduates.asp)

Learning and Teaching Strategy: [http://www.lts.leeds.ac.uk/lt\\_strategy.php?PAGE=2](http://www.lts.leeds.ac.uk/lt_strategy.php?PAGE=2)

Taught Student Guide: <http://www.leeds.ac.uk/qmeu/tsg>

Changing Programmes - see the Taught Student Guide: <http://www.leeds.ac.uk/qmeu/tsg>

Student Assessment: <http://campus.leeds.ac.uk/students.htm> ,  
<http://www.leeds.ac.uk/calendar/ordinances.htm> and  
<http://campus.leeds.ac.uk/ordinances/Rules%20for%20Award.pdf>

Appeal Procedure: <http://www.leeds.ac.uk/AAandR>

Allegations of cheating, plagiarism and the submission fraudulent or fabricated coursework:  
<http://www.leeds.ac.uk/AAandR/>

- **Procedures and policies relating to student services**

*Relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.*

Taught Student Guide: <http://www.leeds.ac.uk/qmeu/tsg>

<https://studentservices.leeds.ac.uk>

<http://campus.leeds.ac.uk/govern.htm>

<http://www.leeds.ac.uk/ssc>

<http://www.leeds.ac.uk/AAandR>

- **Procedures and policies relating to human resources:** <http://www.leeds.ac.uk/hr>

- **Procedures and policies relating to recruitment:** <http://www.leeds.ac.uk/hr>

- **Code of Conduct for members of governing bodies:** <http://campus.leeds.ac.uk/govern.htm>  
and <http://campus.leeds.ac.uk/admin-governance.doc>

- **Equality and Diversity**

Policy: <http://www.equality.leeds.ac.uk/ed/policy/equality-and-diversity-policy.doc>

Other Information: <http://www.equality.leeds.ac.uk>

- **Health and Safety:** <http://www.leeds.ac.uk/safety/index.htm>

- **Estate management**

Estates Strategy: <http://www.leeds.ac.uk/about/estates/strategy.pdf>

Estates Services: [http://www.leeds.ac.uk/estate\\_services/index.htm](http://www.leeds.ac.uk/estate_services/index.htm)

Environmental Management: [http://www.leeds.ac.uk/estate\\_services/environment/index.htm](http://www.leeds.ac.uk/estate_services/environment/index.htm)

- **Complaints policy**

Students Complaints: <http://campus.leeds.ac.uk/docs/stucompsproc.doc>

Staff Grievances: <http://www.leeds.ac.uk/calendar/statutes.htm#VII.VI> and  
<http://www.hr.leeds.ac.uk/policies/UploadedFiles/Grievances.doc>

Information: see **Problems and Complaints** above

- **Records management and personal data policies**

Information Security: <http://campus.leeds.ac.uk/isms>

Data protection, Data Sharing, Record Retention and Archiving: <http://campus.leeds.ac.uk/dpa>

- **Research policy and strategy:** <http://www.leeds.ac.uk/research>

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Charging regimes and policies:** see the website for the relevant service and, for charges for the provision of information under the publication scheme, the introductory information at the beginning of this guide

#### **Lists and registers**

- **Any information we are currently legally required to hold in publicly available registers:** see the website for the relevant service for contact details in order to make arrangements to view any registers which the University is legally obliged to make public
- **Asset registers**

Information in this category which is not published on the University website can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Disclosure logs**

Information in this category is not currently published on the University website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Register of gifts and hospitality provided to senior personnel**

Information in this category is not currently published on the University website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

- **Any register of interests kept in the university**

Information in this category is not currently published on the University website. It can be requested in writing (see **If You Cannot Find the Information You Seek.....** above) and the University will provide any information requested which is not subject to an exemption from disclosure under the provisions of the Freedom of Information Act.

**The services we offer** *Information about the services we offer, including leaflets, guidance and newsletters.*

Information is available from the website of the relevant service.

- **Prospectus**  
<http://www.leeds.ac.uk/students/index.htm>
- **Services for outside bodies**  
<http://www.leeds.ac.uk/rsu/consultancy>
- **Course content**  
<http://campus.leeds.ac.uk/students.htm>
- **Welfare and counselling**  
<http://www.leeds.ac.uk/studentcounselling> with links to other units from  
<http://campus.leeds.ac.uk/students.htm>
- **Health including medical services**  
<http://www.leeds.ac.uk/lsmj>
- **Careers**  
<http://careerweb.leeds.ac.uk>
- **Chaplaincy services**  
<http://www.leeds.ac.uk/chaplaincy>
- **Services for which the university is entitled to recover a fee together with those fees**  
See the relevant service webpage – for example  
Student accommodation: <http://www.leeds.ac.uk/accommodation>
- **Sports and recreational facilities**  
<http://www.leeds.ac.uk/sport>
- **Museums, libraries, special collections and archives:** <http://library.leeds.ac.uk> and  
<http://www.leeds.ac.uk/library/spcoll>
- **Conference facilities:** <http://www.universallyleeds.co.uk>
- **Advice and guidance**  
[http://www.leeds.ac.uk/quick\\_links/gl10.htm](http://www.leeds.ac.uk/quick_links/gl10.htm)
- **Local campaigns**  
<http://www.leeds.ac.uk/ace/index.html>
- **Media releases**  
<http://www.leeds.ac.uk/media/index.htm>

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