BIRMINGHAM CITY UNIVERSITY PUBLICATION SCHEME

Guide to Information

This Publication Scheme is designed having regard to the Information Commissioner's Model Publication Scheme for Universities and is effective as of Tuesday 5 April 2022.

Our Guide details the classes of information that Birmingham City University makes available to the public in accordance with the model scheme and, wherever possible, provides a method of accessing this information. These details exclude any information that is:

- Published for internal purposes only
- Provided in confidence to partner organisations only
- Considered personal data under data protection legislation, principally the EU General Data Protection Regulations and the UK Data Protection Act 2018
- Considered to be commercially sensitive
- Believed to have potential health and safety implications for individuals
- Published elsewhere and not published by the University
- Intended for future publication
- Held only in draft form

Please note that the information referenced in this Guide is not intended to be a definitive list of all information Birmingham City University publishes. More information can be found by using the searching or browsing functions at https://www.bcu.ac.uk/. In some cases, the web links provided in this Guide are only intended to point you towards relevant sections of the website not specific documents. Some sections of the website are not publicly accessible and any information in these sections is not part of this guide.

The University may charge a fee for the information or disbursements (postage, photocopying etc) where reasonable.

Any enquiries or requests relating to the Publication Scheme should be sent to: informationmanagement@bcu.ac.uk.

1) Who we are and what we do

	Class	Format
1.1	Legal Framework	• Legal and Charitable Status • Instrument of Government • Articles of Government • Our History • Corporate Responsibility
1.2	How the University is organised	• Corporate Information • Our Vice-Chancellor's Office • Board of Governors • VCO Structure Chart • Governance Structure • Sub Committees of the Board • Schools
1.3	Location and contact details	• Campuses and Maps • Contact details
1.4	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	• Social Responsibility • Partner Institutions • Centre for Enterprise, Innovation and Growth • Research • News and Events • Wholly owned companies
1.5	Student Activities	• Students' Union (BCUSU) • Student Info Overview • Open Days • Term dates • Accommodation • Student Support • Literacy Tutors Scheme

2) What we spend and how we spend it

	Class	Format
2.1	Funding/income	• Financial Statements • Student Fees and Funding
2.2	Financial Audit Reports	• Annual Report of the Governors and Financial Statements
2.3	Capital Investment and Capital Grant	• Annual Report of the Governors and Financial Statements
2.4	Financial Regulations and Procedures	• Student Related Policies and Procedures • Procurement and Supplier Information
2.5	Staff pay and grading structures	• Staff Remuneration • Gender Pay Gap Report • Information about pay levels for Senior Staff can be found in our Annual Report and Financial Statements
2.6	Procurement and Tendering	• Terms of business • Tender Opportunities • Working with Suppliers

3) What our priorities are and how we are doing

	Class	Format
3.1	Annual Report	• Annual Report of the Governors and Financial Statements
3.2	Corporate and Business Plans	• Birmingham City University Strategy 2030 • Access and Participation Plan

3.3	Teaching and Learning Strategy	• Birmingham City University Strategy 2030 • Offer Making Strategy • Transparency Information/Facts and Figures • Education Development Services (EDS) • Technology Enhanced Learning and Teaching • Professional Standards Framework • Knowledge Exchange Framework
		• Student and Staff Projects
3.4	Academic Quality Standards	• Academic Regulations • Degree Outcomes Statement • Academic Appeals Procedure • Access and Participation Plan • Student Protection Plan • Assessment and Feedback Policy
3.5	Government and Regulatory Reports	• Office for Standards in Education (OFSTED) Inspections • Higher Education Statistics Agency (HESA) • UK Research and Innovation • Quality Assurance Agency (QAA) • Student Loans Company • Office for Students (OFS)

4) How we make decisions

	Class	Format
4.1	Teaching and Learning Committee	• Strategic Partnership Committee
4.2	Appointment Committees & Procedures	• Nominations and Governance Committee

5) Our Policies and Procedures

	Class	Format

5.1	Policies and Procedures for Conducting University Business	• Governance of the University • Agendas of the Board of Governors • Sub Committees of the Board • Standing Orders • Freedom of Information
		• Data Breach Reporting Procedure • External Speaker Event Form • Freedom of Speech Code of Practice
5.2	Policies and Procedures relating to Academic Services	• Degree Outcomes Statement • Academic Regulations • Tuition Fee/Finance Policies • Student Governance Procedures
5.3	Policies and Procedures relating to Student Services	• Student Info Overview • Admissions • Graduation Information
5.4	Policies and Procedures relating to Human Resources	• Dignity at Work Policy • Flexible Working Policy • Family related leave • Prayer and contemplation facilities Policy
5.5	Equality and Diversity Policies	• Equality and Diversity in Employment Policy • Equal Opportunities Policy Statement • 'Protected Characteristics' Equality Act 2010
5.6	Gift Policy	• Gift Policy
5.7	Complaints Policy	• Student Complaints Procedure
5.8	Records Management and Data Policies	• Information Security Policy • Data Protection Policy and Appropriate Policy Document • Privacy Notices
5.9	Research Policy and Strategy	• Our Research • Research Projects
5.10	Charging Regimes and Policy	• University Fees • Library Charges • Verification • Degree Certificates and Transcripts

6) Lists and Registers

	Class	Format
6.1	Register of Interests	• Register of Interests
6.2	List of Honorary Degree awarded by the University	• Honorary Graduates

7) The Services we offer

	Class	Format
7.1	Welfare and Counselling	• Student Support Services
7.2	UG & PG Prospectuses	• Undergraduate Prospectus • Postgraduate Prospectus
7.3	Careers	• Careers and Student Opportunities
7.4	Course Content	• Courses
7.5	Sports and recreational facilities	• Sports
7.6	Press and Media releases	• News • BCU External Relations
7.7	Conference Facilities	• BCU Business Services • Events