

## Freedom of Information – Publication Scheme

The Freedom of Information Act promotes greater openness and accountability across the public sector by requiring all public authorities to make information available proactively, through a publication scheme.

A publication scheme is a document which describes the information a public authority publishes, or intends to publish. Public authorities are defined in the Act and include universities, further education colleges and sixth form colleges.

Under the provisions of the Act you can access information held by The University of Manchester in two ways:

### 1. Publication Scheme

The information you are looking for may already be available via the University website. The Publication Scheme is a guide to the types of information that the University publishes or intends to publish and much of this information is available on the website.

### 2. Freedom of Information requests

Requests for information may be submitted in writing. On receipt of a written request, the University is required to inform the requester whether it holds the information applied for and, if it does, subject to exemptions set out in the Act, to supply that information to the enquirer within 20 working days from the receipt of the request.

You can request information by writing to the Information Governance Office of the University at:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

Or by completing the online request for information form below:

<https://www.manchester.ac.uk/discover/privacy-information/freedom-information/freedom-of-information-request/>

Please note that there may be a charge for the provision of certain types of requested information.

### 1 Who we are and what we do

Information about the history and origins of the university is available electronically on the University website at:

<http://www.manchester.ac.uk/discover/history-heritage/history/>

Information about notable achievements of the University is available at:

<http://www.manchester.ac.uk/discover/history-heritage/history/achievements/>

Facts and figures about the University are available at:

<http://www.manchester.ac.uk/discover/facts-figures/>

Information about the legal framework and corporate status of the University including the founding documents, dates, regulations, the Board of Governors Minutes and the details of the officers and committee memberships of the University is available electronically at:

<http://www.manchester.ac.uk/discover/governance/>

Information on the organisation and management structure of the University including descriptions of each work unit and the senior officers within the University as well as the academic departments of the University is available at:

<http://www.manchester.ac.uk/discover/people/>

<http://www.manchester.ac.uk/discover/structure/>

Information about the University's location and physical layout is available at:

<http://www.manchester.ac.uk/discover/maps/>

<http://www.manchester.ac.uk/discover/maps/visitors-centre/>

The contact details of most University employees are publically available on the University website via its online directory at:

<http://directory.manchester.ac.uk/>

Details of directly and indirectly owned companies of the University are listed in The University of Manchester Annual Statement of Accounts which is available electronically at:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

Information about The University of Manchester student activities is published by the Students' Union and is available electronically via the Students Union Website at:

<http://manchesterstudentsunion.com/>

Information about student sports and accommodation facilities is available electronically at:

<http://www.sport.manchester.ac.uk/>

<http://www.accommodation.manchester.ac.uk/>

## **Category 2: What we spend and how we spend it**

### **Funding/Income**

Information on the sources of funding and income, such as Funding Council grants, tuition fees is included in the annual Financial Statements.

A copy of The University of Manchester's annual Financial Statements is available on the website below:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

Information on endowments, rents and investment income (including investment strategy) MAY be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

### **Financial Statements**

The University of Manchester produces and publishes annual Financial Statements which detail the University's expenditure, income, independent auditors' report, balance sheets, annual review and financial review.

A copy of The University of Manchester's annual Financial Statements is available on the website below:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

Details of expenditure over £25,000, including costs, supplier and transaction information MAY be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

### **Financial Regulations and Financial Procedures**

The University sets out matters concerning the broad policies relating to financial control in its Financial Regulations. The Regulations are approved by the Board and apply to the University and all its related undertakings, and include all funds passing through University accounts.

A copy of The University of Manchester's Financial Regulations and Financial Procedures is available on the website below: Hard copies are available on request to the Information Governance Office.

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1742>

Contact details for the Directorate of Finance are:

The Directorate of Finance  
The University of Manchester  
John Owens Building  
Oxford Road  
Manchester  
M13 9PL

Telephone: 0161 275 2146

### **Financial Audit Reports**

Information on Financial Audit Reports is included in the Annual Financial Statements.

A copy of The University of Manchester's annual Financial Statements is available on the website below:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

### **Capital Programme**

Information on the Estates Masterplan and its Capital Programme are available via the following link:

<http://www.estates.manchester.ac.uk/>

Information on the general rules relating to expenses are available via the following link:

<http://www.staffnet.manchester.ac.uk/employment/pay-pensions/expenses/>

Details of the total of the allowances and expenses paid to individual senior staff members by reference to categories MAY be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

### **Staff pay and grading structure**

Some information of the salaries for senior staff and the senior management team or equivalent level is included in the Annual Financial Statement.

A copy of The University of Manchester's annual Financial Statements is available on the website below:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

Further information on the salaries of senior staff MAY be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

Information on the ratio between the highest paid salary and the median average salary of the workforce of The University of Manchester MAY be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

The University uses the national pay scale negotiated by JNCHES for Higher Education institutions. This pay scale applies to all staff on grades 1 – 8.

A pay review is conducted by the University annually, usually in August.

You can find details of the pay and grading structure in the National Framework Agreement which was negotiated and agreed by the University and the campus trade unions, and was implemented in September 2010

The **pay and grading structure** can be downloaded from the website below:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4291>

Contact details for the Directorate of Human Resources are:

The Directorate of Human Resources  
The University of Manchester  
Oxford Road  
Manchester  
M13 9PL  
Telephone: 0161 275 4499

Email: [HRServices@manchester.ac.uk](mailto:HRServices@manchester.ac.uk)

### **Procurement Information**

The University supplier database contains records of over 10,000 payees of which around 7,000 supply works, goods or services. These include organisations with formal agreements as well as others with which the University has previously, or is currently, engaged in business. Due to the size and changeable nature of the supplier database this information is not publicly available; any request for supplier information should be made in writing.

The University has a Procurement Policy and detailed operating guidelines which are contained within the Financial Regulations and Procedures. Further additional useful procurement information is available through the following University website:

<http://www.staffnet.manchester.ac.uk/services/procurement/>

The University makes use of a variety of local, national, regional and public sector contracts and framework agreements which have been subject to formal competition. It also advertises a large number of contracts throughout the year either through the Official Journal of the European Union (OJEU), the government business portal (Contracts Finder), or various professional and trade publications. Contract opportunities are normally run through the University's on-line tendering system In-Tend available at:

<https://in-tendhost.co.uk/universityofmanchester/>

Further information about University procurement contracts is available on request.

Contact details for the Central Procurement Office are:

The Central Procurement Office  
The University of Manchester  
John Owens Building  
Oxford Road  
Manchester  
M13 9PL  
Telephone: 0161 275 2160

Email: [procurement@manchester.ac.uk](mailto:procurement@manchester.ac.uk)

### **Research funding**

High level information about research funding is included in the annual Financial Statements.

A copy of The University of Manchester's annual Financial Statements is available on the website below:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

The Directorate of Research and Business Engagement Support Services at The University of Manchester support the ongoing development and implementation of strategy and policy for research, business engagement and graduate education, in accordance with the strategic objectives established by the University.

Further information relating to Research Support is available at the following website:

<http://www.campus.manchester.ac.uk/researchoffice/>

Contact details for the Research Office are:

Directorate of Research and Business Engagement Support Services  
The University of Manchester  
Second Floor  
Christie Building  
Oxford Road  
Manchester  
M13 9PL

The Management Accounts Team in the Directorate of Finance is responsible for producing full economic costing and coordinating the operational research activity across the University and the coordinating of systems and business processes for research. They are also responsible for reporting to the research funding bodies.

Further information relating to Management Accounts is available at:

<http://www.finance.manchester.ac.uk/>

### **Category 3: What our priorities are and how we are doing**

#### **Vision for the future**

In November 2011 we published our Manchester 2020 document, the strategic plan for The University of Manchester.

Professor Dame Nancy Rothwell, President and Vice-Chancellor of The University of Manchester, is responsible for the delivery of this plan, which aims to make our institution one of the top 25 research universities in the world by 2020.

Our aim is to be known worldwide as a place where the highest academic values and educational innovation are cherished, where research prospers and makes a real difference, and where the fruits of scholarship resonate throughout society.

The strategic plan is based around our three core goals of world-class research, outstanding learning and student experience, and social responsibility.

The Manchester 2020 document is available for downloading from the website below:

<http://www.manchester.ac.uk/discover/vision/>

The Manchester 2020 document builds on the aims set out by its predecessor, the Manchester 2015 Agenda, which established a blueprint for the newly formed University

of Manchester following the merger of the Victoria University of Manchester and UMIST in 2004.

The strategy document – Advancing the Manchester 2015 Agenda is available for downloading from the website below:

<http://www.manchester.ac.uk/discover/vision/>

In May 2011 the University published a research strategy outlining how we will continue to achieve high-quality research that benefits society as a whole.

The University's research strategy is available for downloading from the website below:

<http://www.manchester.ac.uk/discover/vision/>

#### **Annual Review**

The President and Vice-Chancellor provides an Annual Review of the University's activities at the end of each financial year in the University's Financial Statements.



The University of Manchester's Financial Statements are available for downloading from the website below:

<http://www.manchester.ac.uk/discover/governance/corporate-documents/>

## **Teaching and Learning Support Office**

The Teaching and Learning Support Office (TLSO) at The University of Manchester provide advice, support and project management for strategic institutional projects related to teaching, learning and the student experience. We develop policies and procedures that underpin the effective delivery of teaching and learning activities across the University.

Our 'Students as Partners' programme works with Schools and Faculties to develop peer support, consult with students and to reward and recognise co-curricular student achievement.

Further information on the work of the TLSO is available on the website below.

<http://www.tlso.manchester.ac.uk/>

## **Policies, procedures and guidance – Principles for new taught degree regulations**

The TLSO publishes and maintains the University's Manual of Academic Procedures (MAP), which is a web-based guide to the University's academic policies and procedures.

All TLSO policies, procedures and guidance is on the TLSO website below:

<http://www.tlso.manchester.ac.uk/map/>

Senate has approved the new Undergraduate and Postgraduate Taught degree regulations at its meeting on 2nd May 2012, with implementation for students registering from September 2012.

Further information is available via the following link:

<http://www.tlso.manchester.ac.uk/degree-regulations/>

*External and internal audit; review information*

Information on review and monitoring of academic standards are available via the following link:

<http://www.tlso.manchester.ac.uk/quality-framework/reviewactivities/>

## **Manchester Leadership Programme (MLP), Careers and Employability**

The MLP, Careers and Employability Division works in close partnership with Schools, Faculties and central Professional Support Services to develop the

career potential and employability of our students and recent graduates, through a range of activity including advice and guidance, careers fairs, mentoring, internships and curriculum interventions.

The Manchester Leadership Programme (MLP) gives students an insight into 21st century leadership challenges and aims to develop students' leadership, entrepreneurship and other transferable skills to enhance their employability.

The Division plays a major role in the University's engagement with key stakeholders including graduate recruiters, professional bodies, voluntary and community organisations, and agencies in the city-region.

All the above information can be downloaded from the MLP, Careers Employability website below:

<http://www.mlp.manchester.ac.uk/>

Contact details for the MLP, Careers and Employability Division contact details are:

MLP, Careers and Employability  
The University of Manchester  
Crawford House  
Booth Street East  
Manchester  
M13 9QS

Telephone: 0161 275 2828

Email: [careers@manchester.ac.uk](mailto:careers@manchester.ac.uk)

### **Planning Support Office**

The Planning Support Office (PSO) is responsible for planning, performance review, management information, student records and contributes to resource allocation arrangements.

Further information on the work of the PSO is available on the website below:

<http://www.campus.manchester.ac.uk/planningsupportoffice/>

Contact details of the Planning Support Office are:

Directorate of Planning  
Planning Support Office  
The University of Manchester  
Christie Building  
Oxford Road  
Manchester  
M13 9PL

Telephone: 0161 275 2086

## **Equality and Diversity**

The Equality and Diversity Team provides advice, support and guidance on equality and diversity related issues for all equality groups to both students and staff.

For information on Equality and Diversity at the University including its duties under the Equality Act 2010 please see the following link:

<http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/equality-act-2010/>

## **Category 4: How we make decisions**

The following information relating to the Governance of The University of Manchester is available to the public.

- Founding documents, dates and regulations
- Officers and Committee Memberships

Full details of the membership of the above committees and the rules governing their membership and representation are available on the website below. Copies of the Board of Governors minutes from 1 October 2004 are also available on this website:

<http://www.manchester.ac.uk/discover/governance/>

## **Category 5: Our policies and procedures**

Policies and procedures govern and regulate the way the University conducts all aspects of its business.

The University's Ordinances define and direct the overall governance and management of the University within the general framework of the Charter and Statutes.

The University General Regulations regulate the academic work of the University, the education and discipline of its students, and such other matters as lie within the functions of Senate, including admission and assessment.

The Charter, Statutes, Ordinances and General Regulations are available at:

<http://www.manchester.ac.uk/discover/governance/>

All other policies, procedures and guidance documents are detailed below.

A full A – Z list of the policies of The University of Manchester are available at:

<http://documents.manchester.ac.uk/listofpolicies.aspx>

A full A – Z list of the procedures of The University of Manchester are available at:

<http://documents.manchester.ac.uk/listofprocedures.aspx>

A full A – Z list of the regulations of The University of Manchester are available at:

<http://documents.manchester.ac.uk/listofregulations.aspx>

A full A – Z list of staff and student related forms for The University of Manchester is available at:

<http://documents.manchester.ac.uk/listofforms.aspx>

A full A – Z list of Health and Safety procedures and guidance is available at:

<http://www.healthandsafety.manchester.ac.uk/>

Formal procedures, rules and regulations and policies relating to students' academic life are available at:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/>

Procedures and Policies relating to academic Services are available at:

<http://documents.manchester.ac.uk/listofprocedures.aspx>

<http://documents.manchester.ac.uk/listofpolicies.aspx>

Policies and procedures relating to human resources

Information on policies and procedures relating to human resources including leave policy, pay protection policy and recruitment and selection policy and procedures are available via the following link:

<http://www.staffnet.manchester.ac.uk/employment/policies-procedures/>

Details of current vacancies are available via the following link:

<http://www.manchester.ac.uk/connect/jobs/>

The Research Policy team at the university supports the ongoing development and implementation of strategy and policy for research. Policies and procedures relating to research including the research strategy are available via the following link:

<http://documents.manchester.ac.uk/list.aspx>

The University of Manchester is committed to creating an environment where diversity is celebrated and everyone is treated fairly regardless of gender, disability, ethnic origin, religion or belief, sexual orientation, marital status, age or nationality. Information about Equality and Diversity including policies and guidance is available via the following links:

<http://www.manchester.ac.uk/connect/jobs/equality-diversity/>

<http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/>

Information on the Estates Masterplan and the Estates Strategy is available via the following link:

<http://documents.manchester.ac.uk/list.aspx>

### **Information Governance Office**

The Information Governance Office oversees legal compliance with information rights.

Information, guidance and procedures relating to records management, records retention, data protection, freedom of information and environmental information produced by the Information Governance Office is available at:

<http://www.staffnet.manchester.ac.uk/compliance-and-risk/information-governance/>

Information about Data Protection including policies and procedures is available via the following link:

<http://www.dataprotection.manchester.ac.uk/>

Freedom of Information Policy is available via the following link:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14915>

Records Management Policy is available via:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14916>

### **Complaints Procedure**

If you wish to make a comment or a complaint about the publication scheme please contact the Information Governance Office at the address below and the University will respond to your complaint within a reasonable time.

If you feel that The University of Manchester has refused access to information to which you are entitled, or has not dealt with your request for information appropriately under the FOIA, you have a right of appeal.

An appeal in the first instance should be directed to the Information Governance Office,

You should include:

- details of your initial request
- any other relevant information

The University will deal with your appeal within a reasonable time, and will inform you of the projected time scale on receipt of your complaint.

You are also welcome to contact the Information Governance Office with informal questions about the handling of your request.

After the University's internal appeals procedure has been exhausted, you have a further right of appeal to the Information Commissioner's Office.

Details of this procedure can be found at:

<https://ico.org.uk/>

Contact details of the Information Governance Office are:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

## **Charging policies**

Most information and documentation is available free from The University of Manchester by either downloading from the University's website or by making a request in writing. There may be a charge for requests for multiple copies of information or documentation.

However, there is a charge for certain documents and information as follows:

For replacement degree certificates there is a charge of £30

For paper copy of academic transcripts there is a charge of £20 for three copies.

## **Category 6: Lists and registers**

### **Facts and Figures**

The University of Manchester has one of the largest estates in the country comprising;

- 15 sites
- Over 300 buildings
- 299 acres (120 hectares)
- In excess of 3,000 parking spaces
- 9,400 student bedrooms
- 86 farms, smallholdings & cottages on 4,500 acres of agricultural land.

Included in the estate is the Nuffield Astronomy Laboratory Lovell telescope and arboretum at Jodrell Bank, the Manchester Museum, the Whitworth Art Gallery, the Tabley estate in Cheshire, the John Rylands University of Manchester Library in Deansgate, Manchester.

Information about University owned land and buildings is not yet available online but a list of all University owned land and buildings will be made available online at a future date. In the meantime, hard copies of information about what land and buildings the University owns may be requested by writing to the Information Governance Office. Requests should be directed to:

Information Governance Office  
 Compliance & Risk  
 The University of Manchester  
 G6 Christie Building  
 Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

## **CCTV**

Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of The University of Manchester May be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
 Compliance & Risk  
 The University of Manchester  
 G6 Christie Building  
 Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

## **Senior staff's declaration of interests**

Information on senior staff's declaration of interests May be available on written request to the Information Governance Office subject to relevant exemptions. Requests should be directed to:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

Register of gifts and hospitality provided to senior staff and register of interests

Register of gifts and hospitality and register of interests are held by the University but they are not available on the website because they are constantly being updated. However, requests for such information may be made in writing to the Information Governance Office at:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

### **Category 7: The services we offer**

The University of Manchester offers a wide range of academic, administrative and commercial services. Information about these services is available electronically via the A-Z search facility on the University website at: <http://www.manchester.ac.uk/> or in hard copy by contacting the Information Governance Office within the University at:

Information Governance Office  
Compliance & Risk  
The University of Manchester  
G6 Christie Building  
Manchester, M13 9PL

Email: [Information.governance@manchester.ac.uk](mailto:Information.governance@manchester.ac.uk)

If you are unable to find the information you are looking for, please contact the Information Governance Office at the above address.

Information for prospective undergraduate students including prospectuses, courses, how to apply, accommodation, contact details and student finance can be found at:

<http://www.manchester.ac.uk/study/undergraduate/>



Information for prospective postgraduate students including prospectuses, courses, how to apply, fees and funding, accommodation and contact details can be found at:

<http://www.manchester.ac.uk/study/postgraduate/>

Information for prospective international students including information on courses, on how to apply, accepted qualifications, support, finance and funding, accommodation and contact details can be found at:

<http://www.manchester.ac.uk/study/international/>

Information on student support services can be found at:

<http://www.manchester.ac.uk/study/experience/student-life/university/student-support/>

Information on welfare, advice and counselling services can be found at:

<http://www.manchester.ac.uk/study/undergraduate/parents-supporters/welfare-advice/>

Information on health, disability support, safety and external sources of support for students at the University can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=9779;>

<http://www.studentsupport.manchester.ac.uk/>

Information on the Occupational health services at Manchester can be found at:

<http://www.staffnet.manchester.ac.uk/services/occupational-health/>

Information on the Careers service at the University including information on services for students and graduates, policies, the Manchester Leadership Programme, Recruiters and Graduate Internship Programmes can be found at:

<http://www.careers.manchester.ac.uk/>

Information on religious support for staff and students at the University can be found at:

<http://www.staffnet.manchester.ac.uk/personalsupport/religion/>

Information on the Alumni service can be found at:

<http://www.manchester.ac.uk/connect/alumni/>

Information about The University of Manchester Library, including its Special Collections division and its catalogues can be found at:

<http://www.library.manchester.ac.uk/>

Information about the Whitworth Art Gallery and its collections can be found at:

<http://www.whitworth.manchester.ac.uk/>

Information about the Manchester Museum and its collections can be found at:

<http://www.museum.manchester.ac.uk/>

Information on other cultural assets of the University including Jodrell bank can be found at:

<http://www.manchester.ac.uk/discover/visitor-attractions/>

Information on sports and recreational facilities at Manchester can be found at:

<http://www.sport.manchester.ac.uk/>

Information on catering facilities at the University can be found at:

<http://www.foodoncampus.manchester.ac.uk/>

Information on conference facilities at Manchester can be found at:

<http://www.conference.manchester.ac.uk/>

Information on sustainability at The University of Manchester can be found at:

<http://www.sustainability.manchester.ac.uk/>

Information on news releases from on the University can be found at:

<http://www.manchester.ac.uk/discover/news/>