

Brunel University London's Guide to Information

Introduction

Brunel University London is required, in accordance with section 19 of the Freedom of Information Act 2000, to publish a guide to information which we make routinely available.

The structure of the guide is based on the Model Publication Scheme for Universities, published by the Information Commissioner's Office in September 2013.

How the information can be accessed

Except where otherwise noted, the items listed can be accessed as hyperlinks to information on the Brunel University London website. Please write to the Information Access Officer for copies of items not available on the website, either by e-mailing foirequests@brunel.ac.uk, or sending a letter to:

Information Access Officer
Governance, Information & Legal Office
Brunel University London
Kingston Lane
UXBRIDGE
UB8 3PH

We invite you to explore the website for information which may be of interest.

There is no cost for the information listed in this guide, unless the cost of printing or photocopying equals or exceeds £10 (charged at £0.10 per page).

1. Who we are and what we do

This section provides information on how the University is organised, its structure, location, and contact details.

- Legal framework

[The Charter](#)

- How the University is organised

[Committee chart](#)

[Council](#)

[Council Ordinance 5](#)

[Senate](#)

[Senate Regulation 1](#)

[Principal Officers](#)

[Colleges and Institutes](#)

- Location and contact details

[How to find Brunel](#)

[Contact Brunel](#)

- Lists of and information relating to organisations which the University has responsibility for, those it works in partnership with, those it sponsor and companies wholly or partially owned by it.

[Imperial College Health Partners](#)

[Partnerships](#)

- Student activities

[Union of Brunel Students](#)

[Campus Life](#)

[Student Activities](#)

2. What we spend and how we spend it

This section provides financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

- Funding/income

[Brunel University London Finances - Student Fees](#)

[HEFCE](#)

[Council Ordinance 11](#)

[Student finance \(undergraduate\)](#)

[Student finance \(postgraduate fees\)](#)

[Student finance \(postgraduate funding\)](#)

[International student funding](#)

- Financial statements, budgets and variance reports

[Financial statements](#)

- Financial audit reports

These are available on request, although in some cases exemptions may be applied.

- Capital programme

Information is available on request, although in some cases exemptions may be applied.

- Financial regulations and procedures

[Council Ordinance 10](#)

- Staff pay and grading structures

This information will be supplied upon request, although in some cases exemptions may be applied.

- Register of suppliers

This information will be supplied upon request, although in some cases exemptions may be applied.

- Procurement and tender procedures and reports

[Procurement](#)

- Contracts

Information about contracts exceeding £25,000 will be supplied on request, although in some cases exemptions may be applied.

- Research funding

This information will be supplied upon request, although in some cases exemptions may be applied.

3. What our priorities are and how we are doing

This section provides information about strategies and plans, performance indicators, audits, inspections and reviews.

- Corporate and business plans

[Strategic plan](#)

- Academic quality and standards

[Quality and Standards](#)

- External and internal audit; review information

[Quality and Standards
Programme Monitoring and Review
Council Ordinance 19](#)

- Corporate relations
 - [Employing Students](#)
 - [Recruiting Brunel Talent](#)
 - [Corporate Relations](#)
 - [Professional Development Courses](#)
- Government and regulatory reports
 - [HEFCE](#)
 - [HESA](#)
- The University's compliance with its duties under the Equality Act 2010
 - [Equality and Diversity](#)

4. How we make decisions

This section contains information about our decision-making processes and records of our decisions.

- Agenda, Officers' reports, background papers and minutes from Council/Senate, academic boards, steering groups and committees

[University Research Ethics Committee](#)

Information will be supplied upon request, although in some cases exemptions may be applied.

- Education Enhancement Committee minutes

Information will be supplied upon request, although in some cases exemptions may be applied.

- Minutes of staff/student consultation meetings

Information will be supplied upon request, although in some cases exemptions may be applied.

- Appointment committees and procedures

[Council Ordinances](#)
[Senate Regulation 9](#)
[Job Vacancies](#)

5. Our policies and procedures

This section contains our current written protocols, policies and procedures for delivering our services and responsibilities.

- Policies and procedures for conducting University business

[Administration](#)
[Governance](#)
[General Information, Documents and Policies](#)
[Freedom of Information](#)

- Policies and procedures relating to academic services

College student handbooks (these will be supplied upon request)

[Senate regulations](#)
[Council Ordinance 16](#) (Honorary and Emeritus Awards)
[Academic Appeals](#)
[Complaints](#)
[Student Handbook](#)
- Procedures and policies relating to student services

[Admissions policy](#)
[Access and Widening Participation](#)
[Accommodation](#)
[Courses](#)
[Student Guide](#)
[Campus life](#)
[International students](#)
[Registration](#)
[SITS Data Management](#)
[General information](#)
- Procedures and policies relating to human resources

Human Resources
 Staff Development

Information will be supplied upon request.
- Procedures and policies relating to recruitment

[Job Vacancies](#)
- Code of Conduct for members of governing bodies

[Conflict and Declaration of Interest policy](#)
[Ethical Framework](#)
- Equality and Diversity

[Equality and diversity](#)
- Health and Safety

[Policy on Health & Safety at Work](#)
[Health, safety and security information](#)
- Estate management

A number of [environmental policies](#) are available.

Specific information will be supplied upon request.

- Complaints policy
- Records management and personal data policies
- Research policy and strategy

[FOI policies and guidelines](#)
[Appeals and complaints](#)
[Council Ordinances](#)
[Academic Appeals](#)
[Campus Residences Regulations](#)
[Complaints](#)
[Community Liaison](#)

[Records management](#)
[University Archives](#)
[Data protection](#)

[Council Ordinance 5](#)
[Senate Regulation 1](#)
[Research at Brunel](#)
[Research Integrity Code of Practice](#)
[Knowledge transfer partnerships](#)
[Commercialisation](#)
[Code of research ethics](#)
[Intellectual property policy](#)

Information about the University's research strategy will be provided on request.

6. Lists and registers

[Council members](#)

Additional information about the University's asset registers and register of interests will be provided upon request.

7. The services we offer

This section provides information about the services we offer to prospective students, current students, members of staff, and the public.

- Prospectus and Open Days

[Prospectus request page](#)
[Open Days](#)

- Services for outside bodies

[Business](#)
[Community and Visitors](#)

- Course content
 - [Colleges and Institutes](#)
 - [Courses](#)
 - [Course finder](#)
 - [How to apply \(UK/EU undergraduates\)](#)
 - [How to apply for Postgraduate Taught Courses](#)
 - [How to apply for Research Courses](#)
- Course fees
 - [Undergraduate Fees](#)
 - [Postgraduate Fees](#)
 - [International Student Fees](#)
- Grants, bursaries and scholarships
 - [Undergraduates – Other Funding](#)
 - [Postgraduate Funding](#)
 - [Brunel International Scholarships](#)
- Services for which the University is entitled to recover a fee together with those fees
 - [Conference facilities](#)
- Welfare and counselling
 - [Student development and support](#)
- Health including medical services
 - [Medical Centre](#)
- Careers
 - [Employability](#)
 - [Placement and Careers Centre](#)
- Chaplaincy services
 - [Faith and religion](#)
- Sports and recreational facilities
 - [Brunel Sport](#)
 - [Sport and fitness](#)
- Museums, libraries, special collections and archives
 - [Archives management](#)
 - [Library](#)
 - [Arts Centre](#)

- Conference facilities

[Catering](#)

[Conference facilities](#)

- Advice and guidance

[Student development and support](#)

- Media releases

[News and events](#)