

University of Dundee - Guide to Information available through the Model Publication Scheme 2017

Change control

Change	Date
Adoption	2013
Revised following University restructure	February 2016
Revised following changes to University website	December 2016
Revised following publication of OSIC Model Publication Scheme 2017	October 2017
Annual review and update	December 2018

1. Introduction to the Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This Guide to Information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (the EI(S)Rs).

The University of Dundee has adopted the Model Publication Scheme 2017 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA.

You can see this scheme on the Commissioner's website at

<http://itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> or by contacting us at the address below.

We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme. This Guide to Information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

This Guide to Information was prepared by the Scottish Higher Education Information Practitioners Group (SHEIP), under the auspices of Universities Scotland's Secretaries' Group. SHEIP consulted the public authorities to be covered by the Guide, to assess what information should be included in the Guide, taking account of reviews of information requests, and assessments of previous publication scheme feedback.

2. Accessing information under the scheme

Our Guide to Information provides more details of the information available under the scheme, along with additional guidance on how the information falling within each "class" may be accessed.

Online:

Most information listed in our Guide to Information is available on our website. In many cases a link within **Section 8 - Categories of information** below will direct you to the relevant page or document. Where no such link is present, you can find this information using our website's "Search" facility on the top right of the University's home page - <https://www.dundee.ac.uk/>. You can also find extensive information about the University by following the links on these pages - <https://www.dundee.ac.uk/main/services/> and <https://www.dundee.ac.uk/main/schools/> - or using our A-Z index - <http://www.dundee.ac.uk/main/atoz/>. If you are still having trouble finding any document listed under our scheme, then please call Alan Bell, Head of Information Governance, in the first instance for further assistance - **+44 (0)1382 384441**.

By email:

If the information you seek is not published on our website, we can send it to you by email, wherever possible. Please email freedomofinformation@dundee.ac.uk.

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call **+44 (0)1382 384441** to request information available under this scheme.

By post:

Information under the scheme may also be available in paper copy form. Please address your request to: **Alan Bell, Head of Information Governance, University of Dundee, Dundee DD1 4HN**

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see **Section 5: Our charging policy** for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

By inspection at our premises:

Some of the information that we publish in accordance with the scheme may be available for inspection on site. Please contact us using the address above to arrange a visit to the University.

3. Information that we may withhold

Our aim in maintaining this Guide is to be as open as possible. All information covered by the publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

If a document contains information that the University may legitimately wish to exempt from disclosure under an appropriate section of Scotland's freedom of information laws, (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will inform you that we have done so and provide an explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication

is available here: <http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.asp#exemptions>

If you wish to complain about any information which has been withheld from you, please refer to **Section 7 – Contact us**.

4. Our charging policy

Wherever possible, information contained within our Guide is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

There are also a small number of publications for which the University of Dundee makes a charge. These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. Details of any individual charges which differ from the above charging policy are provided below.

Example charges for information not covered by the charging policy are as follows:

Training, Consultancy, Seminar provision etc:

Where pre-prepared training materials are requested charges will be made at applicable commercial rates.

Publications:

The price of University publications will be determined by market rates.

Pro Forma:

The cost will mirror the standard charging policy.

Archival Collections:

Charges for value added services are listed at - <http://www.dundee.ac.uk/archives/visitus/>

Library and Learning Centre:

Charges for value added services are listed at - <http://www.dundee.ac.uk/library/services/>

Satellite Receiving Station:

The price of information captured by this station will be determined by market rates.

5. Our copyright policy

Where the University of Dundee holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and

- the source of the material is identified

Where the University does not hold the copyright in information we publish, we will make this clear.

The publication scheme may, however, contain information where the copyright holder is not the University of Dundee. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this Guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

6. How to access information not available under this scheme and information available under the Re-Use of Public Sector Information Regulations 2015

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us.

Information on compliance with information legislation at the University of Dundee is available from <https://www.dundee.ac.uk/information-governance/>. In the first instance, please send your enquiry to freedomofinformation@dundee.ac.uk.

The University Library is subject to the Re-Use of Public Sector Information Regulations 2015. For information on how to license information for re-use, please see <https://www.dundee.ac.uk/library/contactus/policies/>.

7. Contact us

You can contact us for assistance with any aspect of this guide to information. We will be pleased to hear your comments and suggestions, work to resolve any complaints, or advise you on how to ask for information that we do not routinely publish. Please contact:

Alan Bell, Head of Information Governance, University of Dundee, Dundee DD1 4HN or email freedomofinformation@dundee.ac.uk.

8. Categories of Information

8.1 General Information

Introduction

This category covers general information about how to make contact with the institution. It includes information about how to complain about the institution, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other categories.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Name and address	The name of the institution, and the address of its principal office		University of Dundee, Dundee, DD1 4HN		
Principal officers	Names of the principal officers of the institution	Principal, Vice Principals, Deans, Secretary, Directors of major administrative functions . Roles and responsibilities of senior officers. Responsibilities of and (work related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of	See http://www.dundee.ac.uk/about/principals-office/people-vision/executive-group/		

		services			
Contact information	Information on how to contact the institution	Information on initial point(s) of contact covering areas likely to be of interest to enquirers e.g. admissions	See http://www.dundee.ac.uk/contact/		
Location	Information on the institution's principal and other main locations, including campus maps		See http://www.dundee.ac.uk/travel/		
Opening hours	Opening hours of the institution's principal office(s)		Normal office hours are 08:45-17:00. Some areas of the University, such as the Library, are open outwith these times. Please see the webpage of the relevant section of the University. Academic Schools http://www.dundee.ac.uk/main/schools/ Professional Services http://www.dundee.ac.uk/main/services/		

Academic year dates	Information on the dates of the institution's academic years	Dates for the current academic year as well as future academic years, as far as known	See http://www.dundee.ac.uk/governance/academic-calendar/		
Holidays	Dates of closure of the institution	Many institutions are completely closed between Christmas and New Year	See http://www.dundee.ac.uk/governance/academic-calendar/		
Complaints	Procedures on how to complain about the institution	Details will very probably vary according to the nature of the complaint/complainant.	See http://www.dundee.ac.uk/governance/dca/		
Document serving	Contact details for serving legal documents on the institution, e.g. Court Orders		Dr J McGeorge, Secretary of the University, University of Dundee, Dundee DD1 4HN		

8.2 Access to Information and Records Management Policies

Introduction

This category tells people how to request information from the institution, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers institutional procedures for these pieces of legislation.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
How to make a request for information and	Details of how to request information from the	Name, address and contact information of	In the first instance please email		

freedom of information enquiries contact	<p>institution under the Freedom of Information (Scotland) Act, the General Data Protection Regulation, and the Environmental Information (Scotland) Regulations.</p> <p>Central contact point for Freedom of Information enquiries</p>	<p>the Institution's main contact point for requests. (Where larger institutions operate decentralised arrangements appropriate information on other major points of contact should be provided.)</p>	<p>freedomofinformation@dundee.ac.uk</p> <p>For information on the University's policies and procedures please see https://www.dundee.ac.uk/information-governance/</p> <p>For more information or to discuss a request please contact Alan Bell, Head of Information Governance, University of Dundee, Dundee DD1 4HN or telephone +44 (0)1382 384441</p>		
Information legislation policies	<p>Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information</p>	<p>Include information on requesting reviews or making complaints, and procedures for dealing with subject access requests</p> <p>Charging schedule for environmental information provided in</p>	<p>See https://www.dundee.ac.uk/information-governance/</p>		

		response to requests under EI(S)R 2004, if the authority charges for environmental information			
Records Management and archiving policy	Policies and guidance relating to our records management, records and information retention and archiving policies	Include details of policies procedures and guidance relating to records management, records and information retention and archiving. compliance with the data protection act and freedom of information act,	See https://www.dundee.ac.uk/information-governance/ and http://www.dundee.ac.uk/archives/ (for specific information on Archive Services)		

8.3 Governance

Introduction

This category covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information

Legal Framework	Information on how the institution was established and its standing from a legal perspective	<p>Institutional charter</p> <p>Institutional status under the Universities (Scotland) Acts or other piece(s) of primary or secondary legislation</p>	<p>See the University Charter, Statutes and Ordinances -</p> <p>http://www.dundee.ac.uk/governance/governance/</p>		
Governance Structure	The institution's governance structures and related operational procedures	<p>Description of Statutory Bodies (e.g. Court, Senate, General Council). Arrangements for appointment to statutory bodies. (In many cases it will be appropriate to list the names of people who are members of the above as they are matters of public interest.)</p> <p>Standing Orders or other similar documents describing operational procedures</p>	<p>See the information linked here -</p> <p>http://www.dundee.ac.uk/governance/</p>		

Governance precepts	The institution's arrangements for compliance with good governance precepts	<p>Arrangements for compliance with SFC¹ Requirements and CUC² guidance (Detailed arrangements may be covered by exemptions under the Act).</p> <p>Arrangements for internal audit.</p> <p>In the case of internal audits which are contracted out, information about the organisation carrying out the audit and its remit.</p>	<p>Governance oversight is via University Court and its committees - http://www.dundee.ac.uk/governance/governance/court/</p> <p>Reports of committees are considered by University Court and are normally available here one meeting in arrears (ie following approval) - http://www.dundee.ac.uk/governance/governance/court/court-agendas-minutes/</p> <p>The Academic and Corporate Governance Directorate manages the Governance functions of the University - http://www.dundee.ac.uk/governance/</p>		
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¹ SFC - Scottish Funding Council (<http://www.sfc.ac.uk/>)

² CUC – Committee of University [Chairs](http://www2.bcu.ac.uk/cuc) (<http://www2.bcu.ac.uk/cuc>)

Conflict of interests policy	The institution's conflict of interests policies	Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest. Codes of conduct governing conflict of interest issues	See http://www.dundee.ac.uk/media/dundeewebsite/pola/documents/policies/conflictinterest.rtf		
Register of interests	Institutional register of interests	Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the institution's conflict of interest policies.	See the biographies linked here - http://www.dundee.ac.uk/governance/governance/court/members/		

Institutional structure	A description of the institution's major organisational units and how these relate to each other	<p>Organisational structure charts</p> <p>Description of broad responsibilities/ activities of major organisational units (including all schools/ academic departments).</p> <p>Information on relevant senior managerial staff in major organisational units.</p> <p>Contact information for major organisational units.</p>	<p>See http://www.dundee.ac.uk/about/</p>		
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Major committees	The activities of major committees with devolved decision-making powers	<p>Committee memberships and remits</p> <p>Committee appointments procedures</p> <p>Standing orders, codes of conduct and other papers describing operations of major committees</p> <p>Minutes and papers of meetings of statutory bodies and other major committees</p>	<p>See</p> <p>http://www.dundee.ac.uk/governance/governance/court/ and</p> <p>http://www.dundee.ac.uk/governance/governance/senate/</p>		
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Relationship with the General Council	The legal and structural basis of the institution's relationship with its General Council (or similar statutory bodies representing its graduates)	<p>Agreements, protocols, etc governing the institution's relationship with the General Council or similar bodies.</p> <p>Details of General Council's representation on institutional committees etc, and any institutional representation on General Council Union bodies or committees.</p> <p>Funding provided to the General Council.</p> <p>General Councils exist only in those institutions governed by the Universities (Scotland) Acts.</p>	<p>The University of Dundee does not have a General Council. For information on the Graduates' Association please see http://www.dundee.ac.uk/governance/governance/graduates-association/</p>		
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General Council	Information on the operation and activities of the General Council	Constitution, Code of Practice, List of Officers and any other related documents about the General Council or similar statutory body.	The University of Dundee does not have a General Council. For information on the Graduates' Association please see http://www.dundee.ac.uk/governance/governance/graduates-association/		
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	Companies which are wholly-owned by a Scottish Public Authority are themselves covered by the Act. Institutions should provide links to such companies' own publication schemes. (Information on other significant shareholdings is provided in the Investments category in the Financial Resources category.)	For the publication schemes of the University's wholly-owned subsidiary companies please see https://www.dundee.ac.uk/information-governance/freedomofinformation/publicationscheme/		

Honorary degrees	Policies, procedures and awards of honorary degrees	List of recent and forthcoming honorary degree awards	See http://www.dundee.ac.uk/governance/policies/honorary-degrees-criteria/ , http://www.dundee.ac.uk/media/dundeewebsite/pgla/documents/policies/Honorary.rtf and http://www.dundee.ac.uk/governance/university-calendar/honorary-degrees/		
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8.4 Financial Resources

Introduction

This category covers information on the institution's strategy and management of financial resources. The finance department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities.

Category Name	Category Description	Examples/ Comments	Format of information	Fee	Withheld information
Financial statements	The institution's annual accounts	Typically the financial statements approved by the governing body	See http://www.dundee.ac.uk/finance/procedures/financial_statements.htm		

Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units		See http://www.dundee.ac.uk/governance/strategic-planning/ and https://www.dundee.ac.uk/finance/our-services/management-accounting/		
Budgets overview	Summary of overall budget and budgetary allocations to major budgetary units	Finalised budgetary allocations	See https://www.dundee.ac.uk/finance/our-services/management-accounting/		
Financial regulations	Institution's financial administration manual	Typically this would cover information on purchasing goods and services, and on reclaiming expenses	See http://www.dundee.ac.uk/finance/		
Insurance	Summary information on the institution's major insurance policies	Names and addresses of the University's insurers, and broad information on the range of risks covered.	See https://www.dundee.ac.uk/finance/our-services/insurance/		

Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SFC Financial Memorandum		See information in the statements linked at http://www.dundee.ac.uk/finance/procedures/financial_statements.htm Information concerning the reimbursement of out of pocket expenses incurred by members of the Senior Management Team is available at http://www.dundee.ac.uk/about/principals-office/reports/		
Investments	Summary information on institutional endowments and investments		See https://www.dundee.ac.uk/finance/our-services/management-accounting/		

8.5 Corporate Planning

Introduction

This category provides information on the institution's mission and major strategic plans.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Mission	Institution's Mission statement		See http://www.dundee.ac.uk/transform/		
Corporate plan	Institution's corporate or Strategic Plan		See https://www.dundee.ac.uk/strategy/		
Strategies	Major institutional strategy documents	Estate strategy, Human Resources strategy	For the Estate Strategy see http://www.dundee.ac.uk/estates/management/annualreport/ The Human Resources Strategy is linked via http://www.dundee.ac.uk/hr/policiesprocedures/strategyhrsupportingstrategy2012-17/ For local strategic documents please see the relevant section of the University - http://www.dundee.ac.uk/about/		

Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance		See https://www.dundee.ac.uk/strategy/		
Planning procedures	Internal procedures for planning and resource allocation		See https://www.dundee.ac.uk/finance/our-services/management-accounting/		

8.6 Procurement

Introduction

Collaborative procurements may be led by central bodies such as Procurement Scotland, APUC Limited, Excel, NHS National Procurement or Central Government Procurement Centre of Expertise. Information about the procurement services these organisations provide to the institution may be obtained direct from the organisations.

Information available via <http://www.dundee.ac.uk/procurement/> includes information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016, the Public Contracts (Scotland) Regulations 2015, the University's public register of contracts and links to the Public Contracts Scotland website. For more detail on specific aspects of procurement at the University of Dundee, please see the table below.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Procurement policies	Institution's overall strategy for procurement of non-pay expenditure and policies for	This may be included in the Institution's procurement and purchasing manuals	See http://www.dundee.ac.uk/procurement/		

	compliance with legal obligations on major procurement exercises				
Procurement procedures	Institution's procurement and purchasing manuals	Information on thresholds at which particular procurement policies are normally used. Information on standard terms and conditions of supply/service.	See http://www.dundee.ac.uk/procurement/		
Procurement contacts	Contact information for procurement and purchasing information	Contact information for staff seeking advice on procurement or purchasing. Contact information for potential suppliers (e.g. in particular commodity areas). Link to source of contact information for collaborative procurements (eg further links to websites of central bodies)	See http://www.dundee.ac.uk/procurement/		

Tender documentation	EU-prescribed call for competition contract notices, invitations to tender, and pre-qualification questionnaire documentation for significant procurements	Information which the institution is required to publish in the EU Journal. Invitations to tender and pre-qualification questionnaire documentation, and information about potential significant procurement exercises	See http://www.dundee.ac.uk/procurement/		
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	Goods or services covered by the contract, name of the supplier, period of the contract (including any extension options), approximate value of the contract, expected date for re-tendering for the contract	See http://www.dundee.ac.uk/procurement/		

8.7 Management of Research

Introduction

This category covers information relating to the institution's management and funding of its research activities; it does not include the actual results or data of research undertaken.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Research funding	Statistical information on the major sources of the institution's research funding	Amount of SFC Main Research Grant and other formulaic/non-formulaic SFC grants for research. Statistical information about funding from Research Councils, research charities and other major bodies.	See https://www.dundee.ac.uk/finance/our-services/management-accounting/financial-statements/		
Research quality	Results of external measurement of the quality of the institution's research	Institutional performance in the Research Excellence Framework	See https://www.dundee.ac.uk/research/ and https://www.dundee.ac.uk/research/aboutourresearch/ref2014/		
Research strategies	Summary information on institutional-level strategic plans for research		See https://www.dundee.ac.uk/research/		
Research management structures	A description of the structures the institution uses to manage its		See https://www.dundee.ac.uk/research/		

	research activity				
Research support arrangements	Institution's procedures for supporting research	Arrangements for supporting and processing research grant applications	See https://www.dundee.ac.uk/research/		
Research ethics	The institution's research ethics policies and procedures	<p>Institutional policies and codes of practice on good practice in research, ethical conduct and avoidance of research fraud.</p> <p>Information on how the institution investigates allegations of research malpractice.</p>	See https://www.dundee.ac.uk/research/		

Research students policies and procedures	The institution's policies and procedures for supervising and examining research students	Regulations governing research postgraduate study. Information on how students can complain about supervision arrangements. This category may also cover material relating to research components in taught postgraduate programmes.	See https://www.dundee.ac.uk/research/		
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8.8 Commercialisation and Knowledge Transfer

Introduction

This category provides information about the institution's mechanisms for supporting the commercialisation of outputs from its research activities.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Support arrangements	A description of how the institution supports commercialisation of the knowledge generated by its research activities.		See https://www.dundee.ac.uk/main/business/researchandinnovationservices/		
Contact information	How to get information		See		

	about the institution's commercialisation activities.		https://www.dundee.ac.uk/main/business/researchandinnovationservices/		
Commercialisation funding	Statistical information on the major sources of the institution's funding for commercialisation and knowledge transfer.	Amount of SFC Knowledge Transfer Grant and any other formulaic/non-formulaic SFC grants for commercialisation and knowledge transfer. Similar information about other major sources of funding.	See https://www.dundee.ac.uk/main/business/researchandinnovationservices/ and http://www.dundee.ac.uk/finance/procedures/financial_statements.htm		
Commercialisation resources	A description of institutional facilities and resources for supporting commercialisation activity.	Incubator facilities, science parks, etc.	See https://www.dundee.ac.uk/main/business/researchandinnovationservices/		
Commercialisation outcomes	Statistical information about the institution's commercialisation of its research activities	Statistical information about patent applications and awards, licenses granted, spinout and start-up company formation. Institutions may wish to	See https://www.dundee.ac.uk/main/business/casestudies/		

		provide more detailed information about particularly successful knowledge transfer activities			
Consultancy services	How to get information about the institution's consultancy services.		The University offers consultancy services in a variety of areas. Please contact the relevant section of the University to discuss potential opportunities - https://www.dundee.ac.uk/main/business/consultancyandservicework/		

8.9 Human Resources

Introduction

This category covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff (exempt from disclosure as personal information). The information available covers Personnel policies and procedures (including terms and conditions of service and all current versions of the information specified in each category).

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information

Staff profile	Statistical information on staff	Information at institutional level by grade, sex: Cross-reference to Equality and Diversity, category 12.	See http://www.dundee.ac.uk/hr/equality/psed/		
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment		See http://www.dundee.ac.uk/hr/uodrecruitment/		
Employment terms	Generic terms and conditions of employment	Salary grades and scales. Other Human Resources policies, not covered by any other category.	See http://www.dundee.ac.uk/hr/policiesprocedures/termsandconditions/ and https://www.dundee.ac.uk/finance/our-services/payroll/		
Performance management	Policies and procedures relating to performance management	Information on probation and appraisal arrangements	See http://www.dundee.ac.uk/hr/policiesprocedures/objectivesettingreview/objectivesettingandreviewguidance/ and http://www.dundee.ac.uk/hr/policiesprocedures/probationnonacademic/acadrel(alc)/		

Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Statistical information on outcomes	See http://www.dundee.ac.uk/hr/equality/psed/ and http://www.dundee.ac.uk/hr/policiesprocedures/acadres/		
Pensions	Policies and guidelines on pension arrangements for staff	Contribution rates (institutional and individual) Benefits and benefit accrual rates. Funding valuations of pension schemes	See https://www.dundee.ac.uk/finance/our-services/pensions/		
Discipline	Disciplinary procedures and policies	Harassment and bullying policy. Other Human Resources policies, not covered by any other category, where disciplinary action may follow if breached.	See https://www.dundee.ac.uk/hr/a-z/ (D)		
Grievance	Grievance procedures and policies		See https://www.dundee.ac.uk/hr/a-z/ (G)		

Employee relations	Collective bargaining and consultation procedures with recognised Trades Unions and Professional Organisations and agreements reached	Agreements reached under these procedures	See the information on Joint Committees - http://www.dundee.ac.uk/governance/governance/court/ - and the minutes of Court - http://www.dundee.ac.uk/governance/governance/court/court-agendas-minutes/		
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act		See https://www.dundee.ac.uk/governance/policies/ (W)		
Staff development	Policies and procedures relating to the ongoing development of staff	Induction arrangements. Access to internal and external training opportunities	See http://www.dundee.ac.uk/opd/ and http://www.dundee.ac.uk/castle/		

Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	<p>Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of responsibilities to staff.</p> <p>Arrangements for the provision of data to HESA³, SF&HEFC⁴ and other bodies with statutory rights to data.</p>	<p>Staff information is normally retained for 6 years following the termination of the relationship with the University (as per JISC sectoral best practice – see https://www.dundee.ac.uk/information-governance/rm/).</p> <p>Legacy physical information is held and disposed of by Information Governance under the authority of the Director of Human Resources Strategic Planning coordinates statistical returns in conjunction with Human Resources, Student Services and External Relations - https://www.dundee.ac.uk/governance/strategic-planning/</p>		
³ HESA - Higher Education Statistics Agency (http://www.hesa.ac.uk/)					

Staff facilities	Description of the facilities and services available exclusively to members of staff.	Institutions may wish to cross-reference to section 18.17: External and Community Relations: Community relations for information about facilities available to both staff and the wider community .	See http://www.dundee.ac.uk/staff/		
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8.10 Physical Resources

Introduction

Institutions are often substantial land and property owners in their own right. This category covers information at a strategic level relating to the institution's management of its physical resources. Some of this information is required to be published under the Environmental Information (Scotland) Regulations 2004.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Description of estate	Overview of the institution's estate	Location, size, usage, and condition of major buildings. Listed buildings	See http://www.dundee.ac.uk/estates/		

⁴ SF&HEFC – Scottish Further and Higher Education Funding Council (SFC)

Estate development plans	Plans for major changes to the estate, including plans for use of major external capital funding	Proposals for significant reconfiguration of the estate in the near future e.g. additions to/disposals of major components of estate	See http://www.dundee.ac.uk/estates/capitalprojects/		
Buildings under construction	Summary information about buildings under construction		See http://www.dundee.ac.uk/estates/capitalprojects/		
Maintenance	Maintenance arrangements and policies for buildings and grounds	Long-term/programmed maintenance arrangements and schedules. How to request repairs	See http://www.dundee.ac.uk/estates/facilities/		
Estates indicators	Performance indicators on major estates functions		See http://www.dundee.ac.uk/estates/management/servicelevel/		

Environmental policies	The institution's environmental policies, practices and overview of their impact	<p>Energy consumption</p> <p>Recycling policies and arrangements</p> <p>Transport policies and arrangements</p> <p>Sustainability policies</p> <p>Information which is required to be published under EI(S)Rs</p>	<p>See http://www.dundee.ac.uk/estates/energy&environment/.</p> <p>Should the University be required to publish any information in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017, it will be made available via http://www.dundee.ac.uk/estates/</p>		
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8.11 Health and Safety

Introduction

This category covers information about the institution's health and safety policies, risk assessment policies, procedures and record.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Policies	Policies, procedures and guidelines relating to health and safety	How the Institution complies with Health and Safety Executive	<p>See http://www.dundee.ac.uk/safety/</p>		

		<p>guidelines and targets.</p> <p>Risk assessment policies.</p> <p>Management structure and duties within health and safety department.</p> <p>Remit and membership of health and safety committee(s). First aid arrangements</p>			
Annual Reports and statistics	<p>Reports to governing body on health and safety issues</p> <p>Summary statistics on accidents and incidents within the institution</p>		<p>See</p> <p>http://www.dundee.ac.uk/safety/</p>		

8.12 Equality and Diversity

Introduction

This category provides information about the institution's policies and strategies regarding equality and diversity.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Equal opportunities policies and guidance	Equality and diversity policies, statements, procedures, and guidelines	Policies, statements, procedures, guidelines, and action plans relating to the promotion, delivery	<p>See</p> <p>http://www.dundee.ac.uk/hr/equality/.</p>		

		and assurance of equal opportunities with respect to those groups for which the University has a legal requirement in relation to equality and diversity	For information concerning the Public Sector Equality Duty please see https://www.dundee.ac.uk/hr/equality/psed/ . This includes links to mainstreaming reports and board equality reports (within the Equality staff data report).		
Equal opportunities consultation	Information about consultation procedures required for compliance with statutory equality duties	Reports on the results of consultation with representatives of underrepresented groups in line with equality legislation currently in force, e.g. staff and students from ethnic minorities, with disabilities, and those underrepresented by gender	See http://www.dundee.ac.uk/hr/equality/		
Equality management infrastructure	Information on committees and other	Institutions may wish to cross-reference with	See http://www.dundee.ac.uk		

	groups engaged in determining equality and diversity policies	category 3, “Governance”, where appropriate	/hr/equality/		
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8.13 Support for Disabled People

Introduction

This category provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services.

Category Name	Category Description	Examples/Comments	Manner	Fee	Withheld information
Disability policies	Policies, procedures and guidelines relating to support for disabled people	Institutions may wish to cross-reference with category 12, “Equality and Diversity Policies”	See http://www.dundee.ac.uk/disabilityservices/		
Support structures	A description of the institution's support structures for disability issues	Cross-reference to “Accessibility of buildings and services” under category 10, “Physical Resources”	See http://www.dundee.ac.uk/disabilityservices/		
Accessibility of buildings and services	Information about accessibility of each of the institution's main buildings and services	Institutions should provide broad information about accessibility e.g. including information for people with hearing or vision	See http://www.dundee.ac.uk/estates/facilities/dda/ and http://www.dundee.ac.uk/disabilityservices/		

		impairments			
Contacts	Details of how to get information about support for disabled people	Where larger institutions operate decentralised arrangements appropriate information on other major points of contact should be provided.	See http://www.dundee.ac.uk/disabilityservices/		
Strategies	The institution's strategies for improving support for disabled people, and mechanisms for monitoring these		See http://www.dundee.ac.uk/disabilityservices/		
Statistics	Summary statistics on support for disability within the institution.	Statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	See http://www.dundee.ac.uk/disabilityservices/		

8.14 Student Administration & Support

Introduction

This category contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Course information	Degree programmes offered by the institution	Prospectuses; structure and broad content of each programme, including information about work experience, language skills, and opportunities for overseas study. Qualification gained if successful.	Institutions will normally already publish material in this category in calendars, prospectuses and course handbooks.	See http://www.dundee.ac.uk/study/ and http://www.dundee.ac.uk/admissions/	

Recruitment and admissions	The institution's admissions procedures and policies	<p>Information on how to: obtain a prospectus; attend an open day; visit the institution; apply for admission.</p> <p>General/course-specific entry requirements, and "going rates".</p> <p>Policies and procedures for dealing with applications, including those covering the assessment of external qualifications, APL⁵ and APEL⁶, articulation with FE⁷ Colleges and special circumstances.</p> <p>Complaints procedures.</p> <p>The institution's widening participation policies.</p> <p>Statistical information on applications and admissions (e.g. academic background of applicants.)</p>	See http://www.dundee.ac.uk/study/ , http://www.dundee.ac.uk/qf/ , http://www.dundee.ac.uk/study/ug/participation/ and https://www.dundee.ac.uk/about/facts-and-figures/studentnumbers/	
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⁵ APL: Accredited Prior Learning

Fees and charges	Tuition fees and other charges to students	<p>Information on the institution's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), including information on when payment must be made, how payments can be made, and whether instalment options are available.</p> <p>Information about arrangements for determining home/overseas fee status, and on any appeals mechanisms for fee status decisions.</p>		<p>See http://www.dundee.ac.uk/study/scholarships-fees/</p>	
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⁶ APEL: Accredited Prior Experiential Learning

⁷ FE: Further Education

Scholarships and bursaries	Scholarships and bursaries available to students	Lists of scholarships and bursaries including information on amounts, conditions, and arrangements for applications and decisions		See http://www.dundee.ac.uk/study/scholarships-fees/	
Registration	The institution's arrangements for registering students	Registry policies and procedure documents		See https://www.dundee.ac.uk/welcome/	
Induction	The institution's student induction arrangements	Induction and welcoming arrangements/procedures		See http://www.dundee.ac.uk/welcome/	

Examinations	Arrangements for examinations	<p>Examination periods/timetables.</p> <p>Examination procedures, including oral examinations.</p> <p>Examination regulations, including policies and practices on breaches of regulations.</p> <p>Appeals procedures.</p> <p>Arrangements for appointment of Examination Boards and External Examiners, including names of External Examiners</p>		<p>See</p> <p>https://www.dundee.ac.uk/registry/exams/ and</p> <p>http://www.dundee.ac.uk/qf/</p>	
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Progression	Regulations governing student progression	<p>Regulations governing access to honours courses.</p> <p>Regulations about availability of resit examinations.</p> <p>Regulations and practices governing changes of degree programme.</p>		<p>See</p> <p>http://www.dundee.ac.uk/governance/policies/policy-taught-provision/ and</p> <p>http://www.dundee.ac.uk/media/dundeewebsite/pola/documents/calendar/Ordinances.pdf</p> <p>Schools should be contacted directly with specific queries and students should refer to their programme handbooks/regulations.</p>	
Learning support provision	Description and availability of the academic and non-academic learning support provision offered by the institution.	<p>Information on: learning development and support; personal development advice; services for students with special needs</p>		<p>See</p> <p>http://www.dundee.ac.uk/academic-skills/</p>	

Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups	Terms of Reference of staff/student liaison committee(s); minutes and papers of staff/student liaison committee(s) meetings		<p>Student representation is included on the committees of Court and Senate as appropriate.</p> <p>Please see</p> <p>http://www.dundee.ac.uk/governance/governance/</p> <p>and follow the links from that page. See also</p> <p>http://www.dundee.ac.uk/qf/studentengagement/studentrepresentation/</p>	
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Student records	The institution's policies on the collection, maintenance and use of personal information about students	<p>Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff.</p> <p>Arrangements for the provision of data to HESA, SFC, and other bodies with statutory rights to data</p>		<p>See https://www.dundee.ac.uk/registry/student-records/</p> <p>Physical student records are normally held in School Offices and passed to the custody of Information Governance for secure storage following graduation/withdrawal.</p> <p>Strategic Planning coordinates statistical returns in conjunction with Human Resources, Student Services and External Relations - https://www.dundee.ac.uk/governance/strategic-planning/</p>	
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Student discipline	The institution's policies and procedures for disciplinary proceedings against students	Code of student discipline and other policy and procedure documents; internal and external appeals procedures; summary statistical information on disciplinary proceedings and appeals		See http://www.dundee.ac.uk/governance/dca/	
Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	Information about availability of accommodation, prices, applications processes, letting arrangements, lease conditions, availability to the public in vacations		See http://www.dundee.ac.uk/accommodation/	

Graduation arrangements	Information about awards ceremonies	Dates and details of Ceremonies for the current academic year. Attendance and ticketing information, Academic Dress Information, costs Information on Photographs and Video facilities		See http://www.dundee.ac.uk/graduation/	
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Student complaints	Procedures for dealing with student complaints about the institution	<p>Information on how to register a complaint.</p> <p>Procedural information on how complaints will be dealt with. Procedural information on any internal and external appeals mechanisms.</p> <p>Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) institutions should provide information about all of these.</p> <p>Summary statistical information on complaints and outcomes.</p>		<p>See http://www.dundee.ac.uk/governance/dca/</p>	
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Student facilities	Description of the academic, leisure and other facilities and services available exclusively to students	<p>Information about entitlement to use facilities, facilities available, charges, etc.</p> <p>Include:</p> <p>Medical support services provided by the institution for students welfare, counselling and other advisory services, and information about any hardship funds available in the institution</p> <p>Chaplaincy services, including support for staff and students belonging to different denominations and faiths</p> <p>Availability, conditions of use and range of services offered by the institution's careers</p>		<p>See http://www.dundee.ac.uk/students</p>	
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		<p>service, including opening hours and location, and independent reviews of service quality</p> <p>Institutions may wish to cross-reference to section 18.17: External and Community Relations: Community relations for information about facilities available to both students and the wider community.</p>			
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Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	Agreements, protocols, etc governing the institution's relationship with the Union. Details of Union representation on institutional committees etc, and institutional representation on Union boards or committees. Funding provided to the Union.		See http://www.dundee.ac.uk/qf/studentengagement/dusa-universitymou/	
Students Union/ Association ⁸	Information on the operation and activities of the Students Union/Association	Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association		Dundee University Students Association is a separate body from the University of Dundee. For more information on DUSA see http://www.dusa.co.uk/about-us/ .	

⁸ Required only in cases where the institution has any legal responsibility or liability for ensuring that Students Unions (and similar Associations and organisations) are properly run.

8.15 Teaching Quality

Introduction

This category contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided.⁹

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Programme approval	Programme approval and monitoring arrangements	Programme specifications. Statement of the respective roles, responsibilities and authority of different bodies within the institution involved in programme approval and review. Key outcomes of programme approval, and annual monitoring and review processes. Periodic reports of departmental major programme reviews, and summaries of action taken.	See http://www.dundee.ac.uk/qf/		

⁹ Information which institutions are required to make available by their Funding Council or by a regulatory body is information included in the 'Government and Regulator Relations' category (8.18).

Assessment	Assessment procedures and summaries of reviews of their effectiveness	<p>Assessment strategies, processes and procedures.</p> <p>Description of the range and nature of student work.</p> <p>Reports of periodic reviews of the appropriateness of assessment methods used.</p>	<p>See http://www.dundee.ac.uk/qf/</p>		
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Student satisfaction	Summary results of any institutional mechanisms for measuring student satisfaction with their HE experience	<p>Student perceptions of:</p> <p>Arrangements for academic and tutorial guidance, support and supervision.</p> <p>Library services and IT support.</p> <p>Suitability of accommodation, equipment and facilities for teaching and learning.</p> <p>Quality of teaching and the range of teaching and learning methods.</p> <p>Assessment arrangements.</p> <p>Quality of pastoral support.</p> <p>Survey results, e.g the National Student Survey and Postgraduate Research Experience Survey</p>	<p>See</p> <p>https://www.dundee.ac.uk/about/our-rankings/</p>		
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Institutional internal reviews	Summary of the findings of the institution's own internal reviews of quality and standards	<p>Range of teaching methods used.</p> <p>Availability and use of specialist equipment, other resources and materials to support teaching and learning.</p> <p>Staff access to professional development.</p> <p>Peer observation and mentoring programmes.</p> <p>Use of external benchmarking and other comparators, both home and overseas.</p> <p>Involvement of external peers in the review method, their observations, and the action taken in response.</p>	<p>See http://www.dundee.ac.uk/qf/qualityassurance/Imenhancementreports/ and the minutes and papers of Learning and Teaching Committee - http://www.dundee.ac.uk/governance/governance/senate/senate-committees/learning-teaching/</p>		
Professional accreditation of courses by external bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Accreditation of degrees such as medicine, nursing, engineering, accountancy, social work etc	See http://www.dundee.ac.uk/qf/archive/listingofprogrammereviewandaccreditationacti/		

Validation	A description of courses where the institution acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	List of courses, description of validation procedures, and statistical information on student outcomes	See http://www.dundee.ac.uk/qf/qualityassurance/teachingcollaborations/		
Assessments of the institution's provision by the QAA	QAA ¹⁰ reports	Individual QAA reports	See https://www.dundee.ac.uk/qf/quality-and-academic-standards/elir/		

8.16 Information Services

Introduction

This category covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. These include libraries, computing services, archive services, and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this category.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Library facilities	Availability and conditions of use of library facilities	Information about who can access systems and services and the facilities that they can access. Opening hours of	See http://www.dundee.ac.uk/library/		

¹⁰ QAA: Quality Assurance Agency

		libraries. General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national/external services.)			
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Computing facilities	Availability and conditions of use of computing facilities	<p>Information about who can access systems and services and the facilities that they can access.</p> <p>Opening hours of microlabs.</p> <p>General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing)</p> <p>Computing code of practice.</p> <p>Data protection rules.</p> <p>Use of national/external services.</p> <p>Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here.</p>	<p>See http://www.dundee.ac.uk/it/</p>		
Other information facilities	Availability and conditions of use of facilities		<p>See http://www.dundee.ac.uk/cultureandinformation</p>		

Major strategy documents	High-level aims and strategies of information services units	Aims of each department in context of its place in the organisation, a Description of the service provided and, where appropriate, service level agreements.	Please follow the links to specific Directorates and units from this page https://www.dundee.ac.uk/main/services/		
Collections	Scope of major collections held by the institution	Guides and catalogues to collections, including the library public access catalogue. Access arrangements, including charges	See http://www.dundee.ac.uk/library/ , http://www.dundee.ac.uk/archives/ and http://www.dundee.ac.uk/museum/		Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above

Collection strategy	Collection management and preservation strategies	Collection management and preservation strategies, including policy on disposal of stock	See http://www.dundee.ac.uk/library/resources/stockretention/ , http://www.dundee.ac.uk/museum/visitor-information/acdis/ and https://www.dundee.ac.uk/media/dundeewebsite/archives/documents/Archive%20Services%20Mission%20and%20Collecting%20Policy%20July%202016.pdf		
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Open archives	Information about records held by the institution's archive facilities for permanent preservation and designated as open irrespective of the date of creation.	<p>This category includes information about all third party archive material gifted to the institution for permanent preservation and which is available for general access.</p> <p>Individual schools or departments within the institution may have local archive collections to support administrative or research functions.</p> <p>The date of adoption of the MPS is irrelevant to this category.</p> <p>Guides and catalogues to open archives</p> <p>Access arrangements, including charges</p>	See http://www.dundee.ac.uk/archives/		Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above
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Other archive facilities and special collections	Description of the institution's archive facilities and special collections	<p>This category includes information about both archival material relating to the institution's business and third party archive material gifted to the institution for permanent preservation upon which access restrictions have been placed by the donor.</p> <p>Archival catalogues (manual or on-line) or other material describing archival collections.</p> <p>Access to/use of archives, including charges</p> <p>Individual schools or departments within the institution may have local special collections.</p> <p>Guides and catalogues to other archive facilities and special collections.</p> <p>Access arrangements, including charges</p>	See http://www.dundee.ac.uk/archives/		Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above
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8.17 External and Community Relations

Introduction

This category covers information relating to the institution's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students. By virtue of its nature, most institutions will probably find that the majority of these categories are already made available to the public by some means.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Alumni	Arrangements for keeping in touch with former staff and students	Constitution of alumni organisations. Services provided to alumni.	See http://www.dundee.ac.uk/alumni/		
Community Relations	Description of the facilities and services available to the local community		Many of the University's events and facilities are available to the local community. Examples include http://www.dundee.ac.uk/events/ , http://www.dundee.ac.uk/library/services/accessandmembership/ , https://www.dundee.ac.uk/ise/membership-pricing/ ,		

			http://www.dundee.ac.uk/museum/visitor-information/ and http://www.dundee.ac.uk/archives/faq.htm		
Development activities	Promotional material relating to institutional fundraising objectives	Plans, prospectus	See http://www.dundee.ac.uk/alumni/donate/		
Public Relations	Information created specifically to publicise facilities and activities.	Press releases Newsletters and magazines	See http://www.dundee.ac.uk/news/		

8.18 Government and Regulator Relations

Introduction

This category covers information the institution provides to government and external regulators and information provided to the Scottish Funding Council for monitoring purposes. By virtue of its nature most institutions will probably find that the majority of these categories are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the institution has links with.

Category Name	Category Description	Examples/Comments	Format of information	Fee	Withheld information
Funding body statistical reports and returns	Information that the institution is legally obliged to make available to its funding body	SFC statistical returns.	For information on the SFC please see http://www.sfc.ac.uk/ . Where you require		

			<p>specific information please contact the Director of Strategic Planning - https://www.dundee.ac.uk/governance/strategic-planning/.</p>		
Other statutory reports	Information which the University is legally required to publish	Information about the basis of reports will be included in their introduction.	<p>Please contact the Director of Strategic Planning - https://www.dundee.ac.uk/governance/strategic-planning/.</p>		
Information on student admission, progression and completion	Statistical information on these matters which the institution is required by the Funding Council to publish	<p>Information on: Student qualifications on entry; The range of student entrants classified by age, sex, ethnicity, socio-economic background, disability and geographical origin as returned to HESA (cross-</p>	<p>For information provided to HESA please see https://www.hesa.ac.uk/services/custom/data. HESA can provide extensive information via their Custom Data Service. Where you require specific information</p>		S.25 for HESA data.

		<p>reference with category 12.14, “Student Administration and Support);</p> <p>Student progress and retention data for each year of each course/programme, differentiating between failure and withdrawal;</p> <p>Data on student completion;</p> <p>Data on qualifications awarded to students;</p> <p>Data on employment/training outcomes for graduates from the First Destination Study (FDS).</p> <p>Institutions may also want to publish their own comments on this.</p>	<p>please contact the Director of Strategic Planning - https://www.dundee.ac.uk/governance/strategic-planning/.</p>		
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