

Freedom of Information Publication Scheme

Adopting a publication scheme is a requirement of the *Freedom of Information Act 2000*. This Act promotes greater openness and accountability across the public sector.

Oxford Brookes University Publication Scheme

Who we are and what we do

Who we are

Oxford Brookes University began in 1865 as the Oxford School of Art. Following subsequent expansions, the institution was renamed as the 'Oxford City Technical School' in 1891, then 'Oxford Polytechnic' in 1970 when it became famous for pioneering the modular system. In 1992 it gained university status, and received its current name (after John Brookes, Vice-Principal 1928 -1956). In 2000 Westminster College Oxford merged with Oxford Brookes University.

The university has three campuses based in or around Oxford and one in Swindon. It has eight academic schools, six directorates, has over 19,000 students, employs 2,500+ staff and is the eighth largest employer in Oxfordshire. 18% of our students are international students representing more than 140 countries worldwide.

Oxford Brookes University has partnerships with fourteen institutions in the UK.

See <http://www.brookes.ac.uk/studying/learning/flexible/partnership>

It also runs courses in collaboration with six overseas partners.

See: <http://www.brookes.ac.uk/international/countries/partnerships>

There are also exchange agreements in place with over 100 institutions worldwide in Australia, Canada, Europe, Hong Kong, Japan and the United States.

See: <http://www.brookes.ac.uk/international/exchanges/partners>

Governance

The Board of Governors is responsible for determining the overall mission of the University but the day to day running of the university rests with the Vice-Chancellor and two Deputy Vice-Chancellors. The current Chancellor of the university is human rights campaigner Shami Chakrabarti.

See: www.brookes.ac.uk/about/structure

What we do

Oxford Brookes University provides a range of award bearing, full-time and part-time courses, in a wide range of subject areas:

Undergraduate

Foundation Courses / Foundation Degrees / HNC / Certificate of Higher Education / Diploma of Higher Education / BA(Hons) / BSc(Hons) / BEng(Hons) / LLB.

See: www.brookes.ac.uk/studying/courses/undergraduate

Postgraduate

Graduate Diploma / Postgraduate Certificate / Postgraduate Diploma / MA / MSc/ MBA / MRes / EM / LLM / MArch / MEng / MPhil / PhD

See: www.brookes.ac.uk/studying/courses/postgraduate/courses

Continuing Professional Development (short courses)

Oxford Brookes University also offers a range of established programmes to help develop the skills of the local workforce. We provide Continuing Professional Development (CPD), ranging from one day conferences and short courses to part-time master level qualifications across many industry sectors to suit employees at all levels. We are the main provider of CPD to the county's teachers and architects.

See: www.brookes.ac.uk/business_employers/cpd

Research and Consultancy

The university has a growing reputation for research and consultancy. In addition to its academic research it provides expert and professional advice across a range of industry sectors and business functions from short term problem solving to longer term business efficiency studies.

See: www.brookes.ac.uk/business_employers/consultancy

Knowledge Transfer Partnerships

Oxford Brookes has formed knowledge transfer partnerships with a number of organisations from small companies to multinationals.

See: www.brookes.ac.uk/business_employers/ktp

What we spend and how we spend it

The university publishes its financial accounts annually.

See: www.brookes.ac.uk/about/structure/annual_accounts

The University's Financial Regulations covering Standards of conduct and probity expected of staff, Control framework for expenditure, Pay and expenses, Income generating activities, and Risk Management are available from the Director of Finance and Legal Services.

For information on tendering, procurement and contracts contact the university's Information Compliance Officer. See the 'Contacting us' section of this document for details.

What our priorities are and how we are doing

The university's current strategy ends in 2010.

See: www.brookes.ac.uk/about/structure/mission

Oxford Brookes University is currently developing a new strategy to run from 2010 to 2020. Initial consultation has been completed and the Project Steering Group, chaired by the Vice-Chancellor, will be drafting a strategy document, the White Paper, to be published Easter 2009. Further consultation will follow with the aim of finalising a strategy during summer 2009.

See: www.brookes.ac.uk/about/structure/2020

Teaching Quality

All courses meet the requirements of the government's Quality Assurance Agency, with twenty-four subject areas rated excellent for teaching quality.

See: www.brookes.ac.uk/about/facts/teaching

Research

In the 2008 government Research Assessment Exercise (RAE) a broad range of subjects were rated 'internationally excellent'. More than three quarters of Brookes research has been internationally recognised.

See: www.brookes.ac.uk/res

How we make decisions

The following committees meet regularly to inform decision making:

- Academic Board
- Administrators' Forum
- Board of Governors
- Communications Forum
- e-Learning Forum
- Executive Board
- Honorary Conferments Committee
- Information Processes and Systems Committee
- Information Strategy Group
- Learning and Teaching Committee
- Learning Partnership Advisory Group
- Postgraduate Programme Forum
- Professorial Conferment Committee
- Quality and Standards Committee
- Research and Knowledge Transfer Committee
- Research Degrees Committee
- School Boards
- Student Services Committee
- University Research Ethics Committee
- Web Administrators Forum.

For further information on these committees contact the university's Information Compliance Officer. See the 'Contacting us' section of this document for details.

Our policies and procedures

The university's policies on Equal opportunities, Freedom of Information and Privacy are available online.

See: www.brookes.ac.uk/about/structure/policies

Policies and guidance on: Absence from work; Complaints procedure and 'whistle blowing'; Discipline and grievance; Equal opportunity and diversity; Gifts and hospitality; Harassment and bullying; Health and Safety; Pay scales and grading schemes; Recruitment to the University; Terms and conditions of employment; Trade Union agreements; and Constitution of Joint Staff Committee are available from the Directorate of Human Resources.

For information on other policies and procedures contact the university's Information Compliance Officer. See the 'Contacting us' section of this document for details.

The services we offer

The university provides a range of services to support both prospective and current students. These include financial, academic study, accommodation, disability, careers, counselling, nursery, medical and dental care, worship and environmental.

A comprehensive website for prospective students and their advisers is available. It provides detailed information, including courses, entry requirements, application procedures, accommodation, further contacts for specific advice, and opportunities to visit the university. See: www.brookes.ac.uk/studying

Websites are also available for:

- Brookes alumni - www.brookesalumni.co.uk/
- Research - www.brookes.ac.uk/res
- Business and Employers - www.brookes.ac.uk/business_employers
- International Students - www.brookes.ac.uk/international

An intranet site is available for current students and staff.

A range of printed material is also available, including undergraduate and postgraduate prospectuses, an international guide and individual course leaflets. To receive a copy telephone **+44 (0)1865 484848** or email query@brookes.ac.uk

The method by which information published under this scheme will be made available

Where it is within the capability of the university, information will be provided on this website.

Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, information can be obtained by contacting the university's Information Compliance Officer. See the 'Contacting us' section of this document for details.

Contacting us

You can contact the university's Information Compliance Officer by email at info.sec@brookes.ac.uk

or by post, addressed to

The Information Compliance Officer
Computer Services
Oxford Brookes University
Oxford OX3 0BP
UK

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges that may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the university that is not published under this scheme can be requested in writing through the email and postal addresses noted above. Its provision will be considered in accordance with the provisions of the Freedom of Information Act.