

RGU: Publication Scheme 2013

**As required under Section 23,
Freedom of Information (Scotland) Act
2002, Schedule 1 Part 5**

The Robert Gordon University

Guide to Information available through the Model Publication Scheme 2013

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 Robert Gordon University has adopted the Model Publication Scheme 2013 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. This scheme has been approved until 31 May 2017. You can see this scheme on the Commissioner's website at

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemesModelPublicationSchemes.asp> 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, 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.

Who We Are

The Robert Gordon University has earned a formidable reputation for providing high quality vocationally relevant education and research, the success of which is reflected in our outstanding record of graduate employment. For generations the University has produced qualified professionals across a broad spectrum of careers, and currently has approximately 9,000 students studying over 145 full-time, part-time and sandwich courses at undergraduate, post-experience and postgraduate levels. In addition, the University continues to be a leader in the field of e-learning via the Campus: Moodle and award-winning Faculty Intranets.

We are committed to:

- Rewarding achievement and celebrating success
- Encouraging enterprise, innovation, discovery and creativity
- Serving the broader community
- Promoting enjoyment in learning and work

Therefore, we believe we ought to:

- Behave to the highest standard of professional ethics
- Demonstrate integrity

- Show respect for one another
- Act consistently with our [Mission and Vision](#)

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 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 University’s home page (www.rgu.ac.uk). If you are still having trouble finding any document listed under our scheme, then please call Records Management (01224 262882, foi@rgu.ac.uk) for further assistance.

By email:

If the information you seek is not published on our website, we can send it to you by email, wherever possible.

By phone:

Information provided through the scheme can also be requested from us over the telephone. Please call Records Management (01224 262882) 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:

The Records Manager
Records Management
The Robert Gordon University
Schoolhill
Aberdeen AB10 1FR

Responsibility

Further information about the overall running of the scheme can be obtained from:

Executive Director (Information Technology and Communication)
The Robert Gordon University
ICRGU
Garthdee
Aberdeen AB10 7QE

The University Records Manager has day to day responsibility for the running of the scheme and can be contacted by post or e-mail as follows:

The University Records Manager
The Robert Gordon University
Schoolhill
Aberdeen AB10 1FR E-mail: foi@rgu.ac.uk

Unless the publication scheme indicates otherwise, requests for information listed here should be addressed to the University Records Manager.

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.

3. Information that we may withhold

The Robert Gordon University's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory activity or where the disclosure is otherwise prohibited by law.

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.itspubliknowledge.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. Records Management Policy

The Robert Gordon University appreciates the importance of good records management and archiving. As an institution, we are committed to complying with international standards in order to achieve this.

We have published retention schedules in order for records to be managed effectively for appropriate times and so that historical material may be identified and preserved. We are also following the guidance issued by the Scottish Executive in the form of a Code of Practice for Records Management and a Model Action Plan for Records Management.

5. 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. If you request information for which there is a charge, we will inform you and explain 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 20p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of 50p 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.

6. Copyright

Information obtained from this publication scheme can be copied or reproduced, without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

Where **The Robert Gordon University** holds the copyright in its published information this information cannot be copied or reproduced without formal permission. Such permission will usually be granted provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

The publication scheme may, however, contain information where the copyright holder is not **The Robert Gordon University**. 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.scotland.gov.uk/Topics/Government/queensprinterforscotland. We can provide you with a copy of this information if you do not have internet access.

7. Accessing Information under the Publication Scheme

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

Online: most information listed in our publication scheme is available from the website. Each category and class has a separate page. You can browse using links to classes. Where information is provided in electronic format, both Word and Acrobat formats are provided.

By email: if the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable.

By phone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone or write to clarify any details, if necessary.

By post: Most information is also available in a paper copy form. Please address your request to the University Records Manager, The Robert Gordon University, Schoolhill, Aberdeen, AB10 1FR, . When requesting information, please include the following details: your name and address, the information or documents you want to see and any fee applicable.

Information can be provided in alternative formats if required. In the first instance, contact Mr Keith G. Fraser, Records Manager, to discuss your requirements.

In line with requirements under the Act, we will aim to fulfil all information requests as quickly as possible within 20 days being the maximum time.

8. Complaints

Anyone anywhere has the right to make a request for information and is entitled to receive it, as long as the information does not fall into one of the exempt categories. The request can be made by an individual or organisation.

Requests must be in writing or in some other recordable form, with the name and address of the applicant and a description of the information required.

The university has **20 working days** in which to respond. It can charge a fee in accordance with the Fees Regulations and will not process the request until the fee is paid. It can refuse to process a request if it estimates that the cost to the University will be above the upper limit specified in the Fees Regulations.

You are entitled to complain if we do not deal with your request adequately. If you feel that, for example:

- we have been slow in dealing with your request or

- that the information supplied is inadequate or
- the exemptions that we have applied are not relevant in your case or
- the fee charged is not proportionate,

You are entitled to request a formal review. In the first instance, contact the Executive Director Mr Andrew McCreath on 01224 262794 or at a.mccreath@rgu.ac.uk.

If we are still unable to resolve your complaint, you can complain to the Scottish Information Commissioner, who oversees the Freedom of Information (Scotland) Act 2002:

Scottish Information Commissioner,
Kinburn Castle
Doubledykes Road,
St Andrews,
Fife
KY16 9DS
Telephone: 01334 464610

Fax: 01334 464611

e-mail: enquiries@itspublicknowledge.info

9. Feedback

We need to know if this publication scheme is working and meets your needs.

Is it easy to understand?

Did you find the information you were looking for quickly?

Is there information you expected to find but which appeared to be missing?

What else should we include in the publication scheme when we next amend it?

Classes of information

The main categories are:

1	General Information
2	Access to Information and Records Management Policies
3	Governance
4	Financial Resources
5	Corporate Planning
6	Procurement
7	Management of Research and Development
8	Commercialisation and Knowledge Transfer
9	Human Resources
10	Physical Resources
11	Health and Safety
12	Equality and Diversity
13	Support for Disabled People
14	Student Administration and Support
15	Teaching Quality
16	Information Services
17	External and Community Relations
18	Government and Regulator Relations

1. General Information

Introduction

This section 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 groups.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Name and address	The name of the institution, and the address of its principal office		http://www.rgu.ac.uk/contact/find-us	Free	
Principal officers	Names of the principal officers of the institution	Principal, Deputy Vice Principal, Vice Principals, Executive Directors et al	http://www.rgu.ac.uk/about/senior-management	Free	
Contact information	Information on how to contact the institution	Information on initial point of contact covering areas likely to be of interest to enquirers e.g. admissions.	http://www.rgu.ac.uk/contact/find-us	Free	
Location	Information on the institution's Principal and main locations, including campus maps		http://www.rgu.ac.uk/contact/find-us	Free	
Opening hours	Opening hours of the Principal's office		http://www.rgu.ac.uk/about	Free	
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.	http://www.rgu.ac.uk/areas-of-study/academic-calendar	Free	
Holidays	Dates of closure of the institution		http://www.rgu.ac.uk/areas-of-study/academic-calendar	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Complaints	Procedures on how to complain about the institution	<p>There is a new complaints procedure which replaces the previous student complaints procedure.</p> <p>Other relevant information might include:</p> <ul style="list-style-type: none"> Academic Regulations in relation to appeals 	<p>www.rgu.ac.uk/complaints</p> <p>www.rgu.ac.uk/about/governance/policies-and-legal/complaints-and-comments</p>	-	
Document serving	Arrangements for serving official documents on the institution	Official documents should be submitted to, the Principal, The Robert Gordon University, Garthdee House, Garthdee Road, Aberdeen, AB10 7QB	http://www.rgu.ac.uk/contact/find-us	Free	
Freedom of Information contact	Central contact point for Freedom of Information inquiries		http://www.rgu.ac.uk/footer/freedom-of-information	Free	
Publication scheme	University Records Manager The Robert Gordon University Schoolhill, Aberdeen, AB10 1FR E-mail: foi@rgu.ac.uk		http://www.rgu.ac.uk/footer/freedom-of-information	Free	

2. Access to Information

Introduction

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

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Freedom of Information requests	Details of how to request information from the institution	Name, address and contact information of the Institution's main contact point for requests.	http://www.rgu.ac.uk/footer/freedom-of-information	Free	
Personal information requests	Details of how to make subject access requests under the Data Protection Act	Name, address and contact information of the Institution's main contact point for requests.	http://www.rgu.ac.uk/about/governance/information-governance/data-protection	Free	
Information legislation policies	Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information	Includes information on requesting reviews or making complaints, and procedures for dealing with subject access request.	http://www.rgu.ac.uk/about/governance/information-governance	Free	
Records Management and Archiving Policy	Policies and guidance relating to our Records Management, Records and Information retention and archiving policies	The Records Management Department provides advice, guidance and training to all areas of The Robert Gordon University on information asset management issues, including Records Management practices and procedures.	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	

3. Governance

Introduction

This section 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. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information which may substantially prejudice the commercial interests of any person, information which may endanger the physical or mental health or the safety of an individual, or information which may substantially prejudice the effective conduct of public affairs.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Legal Framework	Information on how the institution was established and its standing from a legal perspective	Examples Include: <ul style="list-style-type: none">• Statutory Instrument• Institutional status under the Universities (Scotland) Acts or other piece(s) of primary or secondary legislation• History of Institution	http://www.rgu.ac.uk/timeline	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Governance Structure	The institution's governance structures and operational procedures	<p>The Robert Gordon University does not have statutory bodies such as a Senate and Court. Instead, we have an Academic Council and Board of Governors.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> • Organisational Regulations (Covers all Board of Governor and Academic Council Committees, Standing Committees and Sub-Committees) • Committee Information e.g. minutes, memberships • Committee Structure Diagram • Governors' Handbook 	http://www.rgu.ac.uk/about/governance	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Governance precepts	The institution's arrangements for compliance with good governance precepts.	<p>Governance</p> <p>Board of Governors' Handbook</p> <p>Financial Statements</p> <p>The University follows the good governance in the CUC Guide for members of Governing bodies of Universities and the Scottish Code of Good Higher Education Governance</p>	<p>http://www.rgu.ac.uk/about/governance</p> <p>http://www.rgu.ac.uk/about/governance/board-of-governors</p> <p>http://www.rgu.ac.uk/financial-services</p> <p>http://www.scottishuniversitygovernance.ac.uk</p> <p>www.scottishuniversitygovernance.ac.uk</p> <p>http://www.hefce.ac.uk/pubs/year/2009/200914/</p>	-	
Conflict of interests	The institution's conflict of interests policies	<p>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.</p> <ul style="list-style-type: none"> • Ethics policy 	<p>www.rgu.ac.uk/file/conflict-of-interest-policy</p> <p>https://www.rgu.ac.uk/pals/school-info/ethics</p>	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Register of interests	Institutional register of interests	<p>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.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> • Board of Governors Policy • Register of Interests <p>Hard copy of register available on request from Records Management, The Robert Gordon University, Schoolhill. Aberdeen AB10 1FR</p>	<p>Available on request, including an electronic copy.</p> <p>The individual Board of Governors' profiles contain a Register of interest section</p> <p>http://www.rgu.ac.uk/about/governance/board-of-governors/board-of-governors-profiles</p>	Free	
Institutional structure	A description of the institution's major organisational units and how these relate to each other	<p>Description of broad responsibilities/activities of major organisational units (including all schools/academic departments).</p> <p>Examples Include:</p> <ul style="list-style-type: none"> • Information on relevant senior managerial staff in major organisational units • Contact information for University for major organisational units. • Organisational (Management Structure) Organogram • Committee Structure Diagram 	<p>http://www.rgu.ac.uk/organisational-chart</p> <p>https://www.rgu.ac.uk/about/governance/committees/committees</p>	Free	Some information may be exempted where it is deemed to be "personal information" under s.38 of the Act.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Major committees	The activities of major committees with devolved decision-making powers	<p>Examples Include:</p> <ul style="list-style-type: none"> • Committee memberships and remits • Committee appointments procedures • Organisational Regulations • Standing orders, codes of conduct and other papers describing operations of major committees • Minutes and papers of meetings of statutory bodies and other major committees 	http://www.rgu.ac.uk/about/governance/committees	Free	Where an abridged version is published, no exemptions apply. The full version contains information where disclosure would substantially prejudice our commercial interests under s.33 of the Act.
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). The Robert Gordon University does not for the time being hold information under this particular class of information and is therefore unable to publish information under this class of information. If, in the future, The Robert Gordon University does hold information which falls under this class, then it will publish information under this class in line with the request.	<u>The Robert Gordon University does not have a General Council</u>			

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
General Council	Information on the operation and activities of the General Council. The Robert Gordon University does not for the time being hold information under this particular class of information and is therefore unable to publish information under this class of information. If, in the future, The Robert Gordon University does hold information which falls under this class, then it will publish information under this class in line with the request.	<u>The Robert Gordon University does not have a General Council</u>			
Subsidiary Companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	<p>Companies which are wholly-owned by a Scottish Public Authority are themselves covered by the Act.</p> <p>We will provide links to such companies' own publication schemes.</p> <p>RGU's wholly owned subsidiaries:</p> <p>Aberdeen Business School</p> <p>Aberdeen Management Centre</p> <p>Univation</p> <p>RGU The Energy University.</p>	http://www.rgu.ac.uk/about/governance/information-governance/freedom-of-information	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Honorary Degrees	Policies, procedures and awards of honorary degrees	<p>Examples Include:</p> <ul style="list-style-type: none"> • List of recent and forthcoming honorary degree awards • Policy (Part of Academic Regulation) • List of Honorary Graduates 	http://www.rgu.ac.uk/about/governance/committees/academic-council/honorary-degrees	Free	

4. Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person, personal information, or information which would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Financial statements	The institution's annual accounts	<p>Examples Include:</p> <ul style="list-style-type: none"> Financial statements approved by the governing body Annual Reports <p>Please note that our Financial statements are published on our Web site in January each year.</p>	http://www.rgu.ac.uk/financial-services	Free	
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units		http://www.rgu.ac.uk/financial-services	Free	
Budgets overview	Summary of budgetary allocations to major budgetary units	Finalised budgetary allocations	http://www.rgu.ac.uk/financial-services	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Financial regulations	Institution's financial administration manual	<p>Information on purchasing goods and services and on reclaiming expenses.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> • Financial Regulations • Expenses Forms e.g. travel claims • Mileage and Subsistence rates • Staff Travel Policy & Procedures • Year End Instructions • Cash Security & Transportation (Abridged Version) • Policy for Fraud Prevention, Detection & Investigation • Fraud Policy Statement 	<p>Hard copy or Electronic</p> <p>http://www.rgu.ac.uk/financial-services</p> <p>http://www.rgu.ac.uk/about/planning-and-policy/policies/planning-finance-and-estates</p>	Free	Where an abridged version is published, no exemptions apply. The full version contains information where disclosure would substantially prejudice our commercial interests under s.33 of the Act.
Insurance	Summary information on the institution's major insurance policies	<p>Examples Include:</p> <ul style="list-style-type: none"> • Names and addresses of the University's insurers, and broad information on the range of risks covered • Insurance procedures • Frequently Asked Questions 	<p>Available on request</p> <p>http://www.rgu.ac.uk/financial-services</p>	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the Scottish Funding Council's Financial Memorandum	Information can be found within our Annual Reports and Financial Statements. Details of expenses for the principal officers of the University can be found on the Financial Services Web pages.	http://www.rgu.ac.uk/financial-services	Free	
Investments	Summary information on institutional endowments and investments	Information can be found within our Annual Reports and Financial Statements	http://www.rgu.ac.uk/financial-services	Free	

5. Corporate Planning

Introduction

This section provides information on the institution's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person, personal information, or information which would disrupt the effective conduct of public affairs will be excluded from publication.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Mission	Institution's Mission statement and vision	The refreshed RGU strategy recognises all that is good that has been achieved in RGU, and it also points to new opportunities and new projects that will make the university known nationally and internationally.	http://www.rgu.ac.uk/about/planning-and-policy	Free	
Corporate plan	Institution's corporate or Strategic Plan	We will openly publish an abridged version of our institutional strategy.	http://www.rgu.ac.uk/about/planning-and-policy	Free	Where an abridged version is published, no exemptions apply. The full version contains information where disclosure would substantially prejudice our commercial interests under s.33 of the Act.
Strategies	Major institutional strategy documents		http://www.rgu.ac.uk/about/planning-and-policy	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance		http://www.rgu.ac.uk/about/planning-and-policy	Free	
Planning procedures	Internal procedures for planning and resource allocation.		http://www.rgu.ac.uk/about/planning-and-policy	Free	

6. Procurement

Introduction

This section provides information about the institution's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Collaborative procurements may be led by central bodies such as Procurement Scotland, APUC Limited, Excel, NHS Procurement or Central Government Procurement Centre of Expertise. Information about these organisations may be obtained from the respective organisations.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Procurement policies	Institution's overall strategy for procurement of non-pay expenditure and policies for compliance with legal obligations on major procurement exercises	Procurement Policy	www.rgu.ac.uk/about/planning-and-policy/policies	Free	
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.	http://www.rgu.ac.uk/about/faculties-schools-and-departments/administration-departments/procurement	Free	
Procurement contacts	Contact information for procurement and purchasing information	Contact information for potential suppliers e.g. in particular commodity areas.	http://www.rgu.ac.uk/procurement	Free	
Planned procurements	Summary information about the institution's significant planned procurements as required by EU legislation Prior Information Notices (PINs)	Information about potentially significant procurement exercises (i.e. those subject to formal EU procurement processes) in the following 12 months, including expected date of appearance of call for competition in EU Journal.	http://www.rgu.ac.uk/procurement	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
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 may be subject to fee or registration procedures.	http://www.rgu.ac.uk/procurement	Free	
Information about 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 Examples include: <ul style="list-style-type: none"> • Contracts Policy 	http://www.rgu.ac.uk/procurement	Free	Information will not be made available where disclosure would breach confidentiality under s.36 and /or our commercial interests under s.33 of the Act.

7. Management of Research

Introduction

This section 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. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / 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 are available on the SFC website Statistical information about funding from Research Councils, research charities and other major bodies.	http://www.sfc.ac.uk/ http://www.rgu.ac.uk/research	Free	
Research quality	Results of external measurement of the quality of the institution's research	Institutional performance in the REF2014	http://results.ref.ac.uk/Results/ByHei/102	Free	Information will not be made available where disclosure would substantially prejudice our commercial interests under s.33 of the Act.
Research strategies	Summary information on institutional-level strategic plans for research		http://www.rgu.ac.uk/about/planning-and-policy/strategy	Free	
Research management structures	A description of the structures the institution uses to manage its research activity	The Research Institutes provide the focus for delivery of research and knowledge transfer within the University.	http://www.rgu.ac.uk/research/research-institutes	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Research support arrangements	Institution's procedures for supporting research	Arrangements for supporting and processing research grant applications	http://www.rgu.ac.uk/research	Free	
Research ethics	The institution's research ethics policies and procedures	Institutional policies and codes of practice on good practice in research, ethical conduct and avoidance of research fraud. Information on how the institution investigates allegations of research malpractice.	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Research staff policies	The institution's policies for supporting and developing fixed-term contract research staff		http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Research students policies and procedures	The institution's policies and procedures for supervising and examining research students	Examples Include: <ul style="list-style-type: none"> • Regulations governing research postgraduate study. • Information on how students can complain about supervision arrangements. 	http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-regulations	Free	

8. Commercialisation and Knowledge Transfer

Introduction

This section provides information about the institution's mechanisms for supporting the commercialisation of outputs from its research activities. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Support arrangements	A description of how the institution supports commercialisation of the knowledge generated by its research activities.		http://www.rgu.ac.uk/business-services	Free	
Contact information	How to get information about the institution's commercialisation activities.		http://www.rgu.ac.uk/business-services/contacts-for-business	Free	
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. Details of the University's commercialisation and knowledge transfer income is included in the University's Financial Statements	http://www.rgu.ac.uk/business-services	Free	
Commercialisation resources	A description of institutional facilities and resources for supporting commercialisation activity.		http://www.rgu.ac.uk/business-services	Free	
Commercialisation	Statistical information about the	Statistical information about patent	http://www.rgu.ac.uk/re	Free	

outcomes	institution's commercialisation of its research activities	applications and awards, licenses granted spinout and start-up company formation.	search/research-performance		
Consultancy services	How to get information about the institution's consultancy services.		http://www.rgu.ac.uk/business-services	Free	

9. Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff that is exempt from disclosure as personal information. The information available covers Personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments Most policies/information can be found at: http://www.rgu.ac.uk/about/governance/policies-and-legal/staff-policies-internal unless alternative link provided	Web link to Information / Format of Information	Fee	Withheld Information
Staff Profile	Statistical information on staff	<ul style="list-style-type: none"> General staff information 	www.rgu.ac.uk/staff-statistics		
Recruitment Policies	Policies, statements, procedures and guidelines relating to recruitment	<ul style="list-style-type: none"> Recruitment policy 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Employment Terms	Generic terms and conditions of employment	<ul style="list-style-type: none"> Pay systems policy and procedure Family friendly policy Salary grades and scales Redundancy Policy General Pay and benefits information 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Performance Management	Policies and procedures relating to	<ul style="list-style-type: none"> See Disciplinary policy 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	

	performance management	<ul style="list-style-type: none"> • Ill-Health Capability policy 			
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	<ul style="list-style-type: none"> • Equality and Diversity policy 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Pensions	Policies and guidelines on pension arrangements for staff	<ul style="list-style-type: none"> • Scottish Teachers Superannuation Scheme • Local Government Pension Scheme 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Discipline	Disciplinary procedures and policies	<ul style="list-style-type: none"> • Disciplinary policy • Sickness Absence policy • Substance Abuse policy • Conflict of Interest policy 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Grievance	Grievance procedures and policies	<ul style="list-style-type: none"> • Grievance Policy 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Employee Relations	Collective bargaining and consultation procedures with recognised trades unions and professional organisations and agreements	<ul style="list-style-type: none"> • Trade union recognition and partnership agreements 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	

	reached				
Public Interest Disclosure	Information required for compliance with the Public Interest Disclosure Act	<ul style="list-style-type: none"> • Policy and Procedure on Disclosures in the Public interest (Whistleblowing) 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Staff Development	Policies and procedures relating to the ongoing development of staff	<ul style="list-style-type: none"> • No relevant policy 			
Staff Records	The institution's policy on the collection, maintenance and use of personal information about staff	<ul style="list-style-type: none"> • Employee records policy 	http://www.rgu.ac.uk/about/planning-and-policy/policies	Free	
Staff Facilities	Description of the facilities and services available to members of staff	<ul style="list-style-type: none"> • General pay and benefits 	Internal only	-	

10. Physical Resources

Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests. In some instances information will be exempt from disclosure where it information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Description of estate	Overview of the institution's estate	Examples Include: <ul style="list-style-type: none"> • Location, size, usage, and condition of major buildings. • Listed buildings 	www.rgu.ac.uk/about/stategy-and-planning/campus-development	Free	
Estate development plans	Plans for major changes to the estate	Proposals for significant reconfiguration of the estate in the near future e.g. additions to/disposals of major components of estate.	www.rgu.ac.uk/about/stategy-and-planning/campus-development	Free	Information will not be made available where disclosure would substantially prejudice our commercial interests under s.33 of the Act.
Estates Masterplan	Robert Gordon University's 'Masterplan' a £120 million campus development project at our Garthdee campus which has provided our students and staff with state-of-the-art teaching and learning facilities.		www.rgu.ac.uk/about/stategy-and-planning/campus-development		
External funding	Plans for use of major external capital funding	Joint Infrastructure Fund and Science Research Infrastructure Fund allocations.		Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Buildings under construction	Summary information about buildings under construction		https://www.rgu.ac.uk/about/faculties-schools-and-departments/administration-and-support/estates	Free	
Tender documentation	Documentation for invitations to tender as required by EU regulations	Information which the institution is required to publish in the EU Journal	http://www.rgu.ac.uk/about/faculties-schools-and-departments/administration-departments/procurement	Free	
Maintenance	Maintenance arrangements and policies for buildings and grounds	Examples Include: <ul style="list-style-type: none"> • Long-term/programmed maintenance arrangements and schedules • How to request repairs 	Internal only	Free	
Estates indicators	Performance indicators on major estates functions are available from Planning Coordinator Central Services Building Robert Gordon University Garthdee Road Aberdeen AB10 7FY	EMS		Free	Information will not be made available where disclosure would breach confidentiality under s.36 of the Act.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Environmental policies	<p>The institution's environmental policies, practices and overview of their impact</p> <p>Robert Gordon University is committed to sustainable practices, to minimise the impact of our activities on the environment and to reduce costs. This covers all areas of sustainability, from waste generated and energy used, to green travel.</p>	<p>Examples Include:</p> <ul style="list-style-type: none"> • Energy consumption • Recycling policies and arrangements • Transport policies and arrangements • Sustainability policies • Information which is required to be published under environmental legislation 	<p>http://www.rgu.ac.uk/about/planning-and-policy/policies</p>	Free	

11. Health and Safety

Introduction

This section covers information about the institution's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Policies	Policies, procedures and guidelines relating to health and safety		http://www.rgu.ac.uk/about/governance/policies-and-legal	Free	
Annual Reports	Reports to governing body on health and safety issues		http://www.rgu.ac.uk/about/health-and-safety	Free	
Monitoring	Mechanisms for monitoring and reporting on health and safety issues	How the Institution complies with Health and Safety Executive guidelines and targets.	http://www.rgu.ac.uk/about/health-and-safety	Free	
Statistics	Summary statistics on accidents and incidents within the institution		http://www.rgu.ac.uk/about/health-and-safety/health-and-safety-index	Free	
Support structures	Information on the institution's support structures for health and safety	Examples Include: <ul style="list-style-type: none"> • Management structure and duties within the health and safety department • Remit and membership of health and safety committee(s) 	http://www.rgu.ac.uk/about/health-and-safety/health-and-safety-index	Free	

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Emergencies	The institutions support arrangements for health and safety emergencies	Examples Include: <ul style="list-style-type: none"> • First aid arrangements • Accident/Incidents reporting and investigation procedures 	http://www.rgu.ac.uk/about/health-and-safety/health-and-safety-index	Free	
Contact information	Details of how to get information about health and safety issues		http://www.rgu.ac.uk/about/health-and-safety/health-and-safety-index	Free	

12. Equality and Diversity

Introduction

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

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Equal opportunities policies and guidance	Equality and diversity policies, statements, procedures, and guidelines	<p>Policies, statements, procedures, guidelines, and action plans relating to the provision of equal opportunities with respect to age, race/ethnic origin, sex, religion and belief, sexual orientation, and disability.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> • Details of fair treatment advisors • Code of Practice on Workplace Harassment 	http://www.rgu.ac.uk/about/equality-and-diversity	Free	
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	http://www.rgu.ac.uk/about/equality-and-diversity		
Equality management infrastructure	Information on committees and other groups engaged in determining equality and diversity policies		http://www.rgu.ac.uk/about/equality-and-diversity		

Class Name	Class Definition	Examples/Comments	Manner	Fee	Exemptions
Race relations	Race equality policies	<p>Race Equality Policies, as required under the Race Relations Amendment Act of 2000.</p> <p>Other Examples Include:</p> <ul style="list-style-type: none"> • General Equity and Diversity Information • Race Relations Action Plans <p>Ethnic Analysis Statistics for Staff and Students</p>	http://www.rgu.ac.uk/about/equality-and-diversity	Free	

13. Support for Disabled People

Introduction

This section provides information about the institution's policies, procedures, and support for disabled people, including information about accessibility of major buildings and services. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Disability policies	Policies, procedures and guidelines relating to support for disabled people	Equity & Diversity Policy which includes practice guidelines	http://www.rgu.ac.uk/about/equality-and-diversity http://www.rgu.ac.uk/disability	Free	
Support structures	A description of the institution's support structures for disability issues	General Information on our Disability Advisory service and Centre for Student Access (Disability and Dyslexia Service)	http://www.rgu.ac.uk/disability	Free	
Accessibility of buildings and services	The levels of accessibility of each of the institution's main buildings and services.	Examples Include: <ul style="list-style-type: none"> • Information about accessibility e.g. including information for people with hearing or vision impairments • Available Resources e.g. specialist software; Building Floor Plans 	http://www.rgu.ac.uk/disability	Free	
Contacts	Details of how to get information about support for disabled people	Contact details for our Disability Advisory service and Centre for Student Access (Disability and Dyslexia Service) including opening hours	http://www.rgu.ac.uk/disability	Free	

Strategies	The institution's strategy for improving support for disabled people	Our Equity & Diversity Policy covers a monitoring programme to ensure improvement of support for disabled people.	http://www.rgu.ac.uk/disability	Free	
Statistics	Summary statistics on support for disability within the institution.	Statistics on the numbers of students with particular types of disability (though recognising potential Data Protection implications)	http://www.rgu.ac.uk/disability	Free	

14. Student Administration & Support

Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Course information	Degree programmes offered by the institution	Structure and broad content of each programme, including information about work experience, language skills, and opportunities for overseas study. Qualification gained if successful.	http://www.rgu.ac.uk/future-students Also published within prospectuses and course handbooks and in the Course Information Database	Free	
Recruitment and admissions	The institution's admissions procedures and policies	Information on how to: obtain a prospectus; attend an open day; visit the institution; apply for admission. Other Examples Include: <ul style="list-style-type: none"> • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications, RPL¹ and RPEL², articulation with FE³ Colleges and special circumstances • General/course-specific entry requirements and "going rates". • Complaints procedures 	http://www.rgu.ac.uk/future-students Also, published within prospectuses and course handbooks.	Free	

¹ APL: Accredited Prior Learning

² APEL: Recognition of Prior Experiential Learning

³ FE: Further Education

		<ul style="list-style-type: none"> • The institution's widening participation policies • Statistical information on applications and admissions 			
Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Fees and charges	Tuition fees and other charges to students	<p>Examples Include:</p> <ul style="list-style-type: none"> • 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. • Information about arrangements for determining home/overseas fee status, and on any appeals mechanisms for fee status decisions. • Information about fees and charges is available in prospectuses and course brochures produced by the institution. 	http://www.rgu.ac.uk/future-students/finance-and-scholarships	Free	
Scholarships and bursaries	Scholarships and bursaries available to students	<p>Lists of scholarships and bursaries including information on amounts, conditions, and arrangements for applications and decisions. Information about scholarships and bursaries is also available in prospectuses and course brochures produced by the institution.</p>	http://www.rgu.ac.uk/future-students/finance-and-scholarships	Free	
Registration	The institution's arrangements for	Registry policies and procedure		Free	

	registering students	documents. The term used by The Robert Gordon University for "registration" is enrolment.	http://www.rgu.ac.uk/current-students/enrolment-information		
Induction	The institution's student induction arrangements	Induction and welcoming arrangements/procedures.	http://www.rgu.ac.uk/current-students	Free	

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Examinations	Arrangements for examinations	<p>Examples Include:</p> <ul style="list-style-type: none"> • Examination periods/timetables • Examination procedures, including oral examinations • Examination regulations, including policies and practices on breaches of regulations • Appeals procedures • Arrangements for appointment of Examination Boards and External Examiners, including names of External Examiners 	https://www.rgu.ac.uk/ /exam-procedures	Free	
Progression	Regulations governing student progression	<p>Examples Include:</p> <ul style="list-style-type: none"> • Regulations governing access to honours courses. • Regulations about availability of resit examinations. • Regulations and practices governing changes of degree programme. 	https://www.rgu.ac.uk/ /exam-procedures www.rgu.ac.uk/academicregulations	Free	
Learning support provision	Description and availability of the	Information on: learning development	http://www.rgu.ac.uk/student-	Free	

	academic and non-academic learning support provision offered by the institution.	and support; personal development advice; services for students with special needs	life/student-advice-and-support http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations		
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	Examples Include: <ul style="list-style-type: none">• Terms of Reference of staff/student liaison committee(s)• Minutes and papers of staff/student liaison committee(s) meetings	http://www.rgu.ac.uk/student-life/student-advice-and-support http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations	Free	

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
Student records	The institution's policies on the collection, maintenance and use of personal information about students.	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. Arrangements for the provision of data to HESA, SHEFC, and other bodies with statutory rights to data. Arrangements for making subject access requests.	https://www.rgu.ac.uk/about/faculties-schools-and-departments/administration-and-support/student-administration www.rgu.ac.uk/dp	Free	
Student welfare	A description of the availability and	Including information on counselling	http://www.rgu.ac.uk/students	Free	

	range of the institution's welfare and advice services.	and other advisory services, and information about any hardship funds available in the institution.	upport		
Chaplaincy services	A description of the institution's chaplaincy services.	Including information about support for staff and students belonging to different denominations and faiths.	http://www.rgu.ac.uk/living/student-advice-and-support/chaplaincy	Free	
Health services	A description of the medical support services provided by the institution for students.	Including services for staff, where these are provided.	http://www.rgu.ac.uk/studentsupport	Free	
Careers services	Availability, conditions of use and range of services offered by the institution's careers service	Opening hours and location	http://www.rgu.ac.uk/careers	Free	
Sports and recreational facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the institution	Information about entitlement to use facilities, facilities available, charges, etc	http://www.rgu.ac.uk/studentsupport	Free	
Student discipline	The institution's policies and procedures for disciplinary proceedings against students	Code of student discipline and other policy and procedure documents. Other examples Include: <ul style="list-style-type: none">• Internal and external appeals procedures.	http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-regulations	Free. A bound copy of our Academic Regulations may incur a charge.	

Class Name	Class Definition	Examples/Comments	Format of Information	Fee	Withheld Information
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.	http://www.rgu.ac.uk/accommodation	Free	

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	http://www.rgu.ac.uk/graduation	Free	
Student complaints	Procedures for dealing with student complaints about the institution	Information on how to register a complaint. Procedural information on how complaints will be dealt with. Procedural information on any internal and external appeals mechanisms.	www.rgu.ac.uk/complaints	Free. A bound copy of our Academic Regulations may incur a charge.	
Student facilities	Description of the facilities and services available to students.	Institutions may wish to cross-reference to similar information about facilities and services available to staff or to the local community.	http://www.rgu.ac.uk/current-students	Free	
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.	http://www.rgu.ac.uk/current-students	Free	
Students Union/ Association	Information on the operation and activities of the Students Union/Association		http://www.rgu.ac.uk/current-students http://www.rgu.ac.uk/student-life/campus-life/student-union/student-union	Free	

14. Teaching Quality

Introduction

This section contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided.⁴ In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class name	Class definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Programme approval	Programme approval and monitoring arrangements	<p>Examples Include:</p> <ul style="list-style-type: none"> • 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 	<p>http://www4.rgu.ac.uk/coursesdb/</p> <p>www.rgu.ac.uk/qualityhandbook</p>	Free	

⁴ 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 Group.

Class name	Class definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Assessment	Assessment procedures and summaries of reviews of their effectiveness	<p>Examples Include:</p> <ul style="list-style-type: none"> • Assessment strategies, processes and procedures. • Description of the range and nature of student work. • Reports of periodic reviews of the appropriateness of assessment methods used. 	http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/academic-quality-handbook	Free	
Student satisfaction	Summary results of any institutional mechanisms for measuring student satisfaction with their HE experience	<p>Examples Include:</p> <ul style="list-style-type: none"> • Student perceptions of: Arrangements for academic and tutorial guidance, support and supervision • Library services and IT support • Suitability of accommodation, equipment and facilities for teaching and learning • Quality of teaching and the range of teaching and learning methods • Assessment arrangements • Quality of pastoral support 	http://www.rgu.ac.uk/future-students/types-of-study/undergraduate-full-time/key-information-sets http://unistats.direct.gov.uk/find-out-more/key-information-set/ www.rgu.ac.uk/assessment-policies	Free	

Class name	Class definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Institutional reviews internal	Summary of the findings of the institution's own internal reviews of quality and standards	<p>Examples Include:</p> <ul style="list-style-type: none"> • Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Involvement of external peers in the review method, their observations, and the action taken in response. 	http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/external-quality-assurance	Free	
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.	Aberdeen Business School	www.rgu.ac.uk/about/academic-affairs/course-information	Free	

Class name	Class definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Validation	A description of courses where the institution acts as an external examination body or validates the examinations and qualifications of others.	List of courses, description of validation procedures, and statistical information on student outcomes.	www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/review-and-validation On Website	Free	
Assessments of the institution's provision by the QAA	QAA ⁵ reports.	Individual QAA reports	http://www.rgu.ac.uk/about/academic-affairs/quality-assurance-and-regulations/external-quality-assurance	Free	

⁵ QAA: Quality Assurance Agency

15. Information Services

Introduction

This section covers those functions within the institution that provide access to information 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 section.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person, endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Library facilities	Availability and conditions of use of library facilities	<p>Information about who can access systems and services and the facilities that they can access. Opening hours of 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)</p> <p>Other Examples Include:</p> <ul style="list-style-type: none"> • External borrower scheme and charges • Library Guide 	www.rgu.ac.uk/library	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
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. 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>Details of logging, monitoring and procedures followed in case of breach of conditions of use.</p> <p>Other Examples Include:</p> <ul style="list-style-type: none"> • IT Facilities at RGU: <ul style="list-style-type: none"> • IT Labs (Opening Times) • Printing • Hardware • Disabilities • IT Security Policy • Quick start Guide for all Users • Standards and Guidelines for: <ul style="list-style-type: none"> • All Users • Desktop Systems • School-based Systems • Strategic Systems • JANET acceptable usage policy for RGU 	www.rgu.ac.uk/its	Free	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Other information facilities	Availability and conditions of use of facilities	Internet Access	Due to license agreements, information can only be supplied to registered users.	Free	Material contained within databases will be regarded as 'otherwise accessible' under s.25 of the Act

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
<p data-bbox="188 906 479 935">Major strategy documents</p> <p data-bbox="188 1469 528 1498">Last Modified: September 2015</p>	<p data-bbox="528 890 896 951">High-level aims and strategies of information services units</p>	<p data-bbox="922 229 1303 384">Aims of each department in context of its place in the organisation, a definition of the service provided and service level agreements</p> <p data-bbox="922 456 1120 485">Examples Include:</p> <ul data-bbox="922 523 1240 616" style="list-style-type: none"> <li data-bbox="922 523 1240 552">• Library mission statement <li data-bbox="922 587 1151 616">• Aims & objectives <hr data-bbox="911 719 1314 722"/> <ul data-bbox="922 820 1303 1517" style="list-style-type: none"> <li data-bbox="922 820 1196 849">• IT Strategy Document <li data-bbox="922 884 1146 912">• IT Disposal Policy <li data-bbox="922 948 1303 1008">• IT Project Development Methodology <li data-bbox="922 1043 1290 1072">• Desktop Replacement Strategy <li data-bbox="922 1107 1303 1517"> <ul data-bbox="976 1187 1303 1517" style="list-style-type: none"> <li data-bbox="976 1187 1137 1216">• Hardware <li data-bbox="976 1219 1128 1248">• Software <li data-bbox="976 1251 1124 1279">• Network <li data-bbox="976 1283 1218 1311">• Business Systems <li data-bbox="976 1315 1093 1343">• Email <li data-bbox="976 1347 1120 1375">• Internet <li data-bbox="976 1378 1146 1407">• Purchasing <li data-bbox="976 1410 1142 1439">• IT Training <li data-bbox="976 1442 1303 1517">• IT Services Quality Management Charter 	<p data-bbox="1330 858 1536 887">www.rgu.ac.uk/its</p>	<p data-bbox="1662 922 1715 951">Free</p>	

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Information about Collections	Scope of major collections held by the institution	Guides and catalogues to collections, including the library public access catalogue. Access arrangements, including charges.	Available on website. Manual catalogues accessed on premises.	5p per sheet	Material referenced by catalogues will be regarded as 'otherwise accessible' under s.25 of the Act.
Collection strategy	Collection management and preservation strategies	Collection management and preservation strategies Example Includes: • Stock disposal policy		Free	
Special collections		•		Copying costs for material within collections are: 20p per sheet for University member. 30p per sheet for non-member. Postage and Packing may apply.	Material contained within collections will be regarded as 'otherwise accessible' under s.25 of the Act
Information about 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.	This class includes all third party archive material gifted to the institution for permanent preservation and which is available for general access.	Accessed by inspection on premises.	Free	Material contained within collections will be regarded as 'otherwise accessible' under s.25 of the Act

Class Name	Class Definition	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
Information about other archive facilities and special collections	Material held in the institution's special collections	<p>Examples include:</p> <ul style="list-style-type: none"> • Access information to special collections and charges • Catalogue of special collections • Archive of Aberdeen Society of Architects • Local architects drawings 	Accessed by inspection on premises. Some material will be too fragile for copying	<p>Copying costs for material within collections are:</p> <p>20p per sheet for University member. 30p per sheet for non-member. Postage and Packing may apply.</p>	Material contained within archived facilities and special collections will be regarded as 'otherwise accessible' under s.25 of the Act

16. External and Community Relations

Introduction

This section 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 classes are already made available to the public by some means.

In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person.

Class Name	Description	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld
Alumni	Arrangements for keeping in touch with former staff and students	Examples Include: <ul style="list-style-type: none"> • Services provided to alumni • Reunions & Events 	http://www.rgu.ac.uk/alumni	Free	
Community Relations	Description of the facilities and services available to the local community	Throughout the year there are a variety of opportunities for prospective students to visit Robert Gordon University, meet staff and view the facilities first hand. From individual visits at one of our Visit Afternoons, to Open Days and Open Evenings we will be happy to meet you and introduce you to the first-class facilities that we have to offer.	http://www.rgu.ac.uk/news-and-events/visit-us	Free	
Development activities	Promotional material relating to institutional fundraising objectives	Examples Include: <ul style="list-style-type: none"> • Current Projects • Details on how to donate 	http://www.rgu.ac.uk/alumni/development-and-fundraising	Free	Some material may be exempt as it is "intended for future publication" under s.27 of

Class Name	Description	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld
					the Act
Public Relations	Information created specifically to publicise facilities and activities.	Examples Include: <ul style="list-style-type: none"> • Press releases • Newsletters and magazines 	http://www.rgu.ac.uk/news-and-events/news-and-events-contacts	Free	

17. Government and Regulator Relations

Introduction

This section covers information the institution provides to government and external regulators. By virtue of its nature most institutions will probably find that the majority of these classes 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.

Class Name	Description	Examples/Comments	Web link to Information / 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		Free	
Other statutory reports	Information which the University is legally required to publish	Annual Report and Financial Statements (published in January each year)	http://www.rgu.ac.uk/about/track-record/annual-review/annual-review http://www.intranet.rgu.ac.uk/finance/aboutus/page.cfm?pge=21670	Free	
Information on student admission, progression and completion	<p>General statistical information relating to students and staff is available on request from the, Policy & Planning Department, The Robert Gordon University, Garthdee House, Aberdeen AB10 7QB</p> <p>Statistical information on these matters which the institution is required by the Funding Council to publish</p> <p>Performance indicators as derived by the Scottish Funding Council</p>	<p>Information on:</p> <ul style="list-style-type: none"> • 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 • Student progress and retention data for each year of each course/programme, differentiating between failure and withdrawal 	http://www.hesa.ac.uk/content/view/2072/141 http://www.sfc.ac.uk/statistics/higher_education_statistics/statistical_bulletins/stats_bulletins.aspx	Free	

Class Name	Description	Examples/Comments	Web link to Information / Format of Information	Fee	Withheld Information
		<ul style="list-style-type: none"> • Data on student completion • Data on qualifications awarded to students • Data on employment/training outcomes for graduates from the First Destination Study (FDS) 			