

# University of London

## Freedom of Information Act Publication Scheme

The University of London's Publication Scheme is based on the Model Publication Scheme for Universities as defined by the Information Commissioner's Office.

The Schemes set out the classes of information that the University publishes or intends to publish, the manner in which this information will be published and whether the information is available free of charge or on payment.

The information listed in the schemes is available free of charge unless otherwise stated.

For further information, make a request to:

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Who we are and what we do

### Legal framework

The University of London was incorporated by Royal Charter in 1863. We are governed by the University of London Act 2018 (which received Royal Assent on 20 December 2018). The 2018 Act replaces the 1994 Act, which is now repealed. The governing body of the University is the Board of Trustees and the principal officer is the Vice-Chancellor.

For further information, please see the following links:

<http://www.legislation.gov.uk/ukla/2018/3/contents/enacted>

<https://london.ac.uk/about-us/how-university-run/central-university-administration>

<https://london.ac.uk/about-us/our-people/vice-chancellor>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

### How the institution is organised

You can find a detailed description of how the University is organised at the Structure of the University page. This includes the management structure and details of the institutes and departments, the Board of Trustees and the Collegiate Council.

For further information, please see the following links:

<https://london.ac.uk/about-us/how-university-run>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/board-trustees>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/collegiate-council>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

**Organisations which the university has responsibility for and those it works in partnership with, those it sponsors and companies wholly owned by it**

The University of London is a federation of 17 self-governing member institutions of outstanding reputation, together with a number of acclaimed Central Academic Bodies and Activities. Teaching and research is carried out by the Colleges and Central Academic Bodies.

The University offers a wide range of academic and commercial services, from careers advice and IT services to conference venues and printing. Many of these are available to use not only by members of the University community but by the public in general. The University provides a wide range of student services.

For further information, please see the following links:

<https://london.ac.uk/ways-study/study-campus-london/member-institutions>

<https://london.ac.uk/ways-study/study-campus-london/student-services-and-support>

<https://ulip.london.ac.uk/>

<https://www.sas.ac.uk/>

<https://www.thecareersgroup.co.uk/>

<http://www.cosector.com/>

<https://www.senatehouseevents.co.uk/>

<https://housing.london.ac.uk/>

<http://halls.london.ac.uk/>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## What we spend and how we spend it

The University routinely publishes financial information in its annual financial statements, which include details of its funding, budget information and financial audit reports. The principles that underpin all financial transactions undertaken by or on behalf of the University are published in the Financial Regulations. The University of London is an exempt charity in England and Wales.

Details of staff pay, pensions and superannuation can be found in the Terms and Conditions of Employment for the staff of the Central Academic Bodies and central activities of the University of London and staff salary scales are also published. Breakdowns of the University's research funding can be found in the University's annual financial statements.

For further information, please see the following links:

<https://london.ac.uk/about-us/how-university-run/central-university-administration/university-strategy-annual-reports>

<https://london.ac.uk/about-us/work-us>

<https://london.ac.uk/about-us/how-university-run/charitable-status>

<https://london.ac.uk/about-us/how-university-run/doing-business-us>

More information on research funding generally can be found at the following links:

<https://www.ukri.org/>

<https://www.gov.uk/government/topics/higher-education>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## What our priorities are and how we are doing

The University publishes a wide range of information relating to its strategies and plans, performance indicators, audits, inspections and reviews.

Within the governance structure of the University it is the Collegiate Council, chaired by the Vice Chancellor and comprising the 17 Heads of College and the Dean of the School of Advanced Study, which has responsibility, on behalf of the Board of Trustees, for the determination of academic strategy and policy and for the discharge of academic affairs. To find out more view our academic quality pages.

The University has links with many employers and business organisations. Details of our Member Colleges and Institutes can be found on our website. The Careers Group is the largest higher education careers service in the UK.

For further information, please see the following links:

<https://london.ac.uk/about-us/how-university-run/central-university-administration/university-strategy-annual-reports>

<https://www.sas.ac.uk/about-us/our-mission>

<https://london.ac.uk/ways-study/distance-learning>

<https://ulip.london.ac.uk/about-us/what-ulip>

<https://london.ac.uk/about-us/academic-quality>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations>

<https://www.thecareersgroup.co.uk/>

<http://www.cosector.com/>

<https://www.senatehouseevents.co.uk/>

<https://housing.london.ac.uk/>

The University is subject to external assessments and these reports can be found at:

<https://www.officeforstudents.org.uk/>

<https://www.hesa.ac.uk/>

<http://www.qaa.ac.uk/en>

<https://www.gov.uk/government/topics/higher-education>

For further information, make a request to  
[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## How we make decisions

The key governing bodies are the Board of Trustees and the Collegiate Council. Details of the University's teaching and learning committees can be located on the websites of the self-governing colleges. The School of Advanced Study has a specific area explaining its governance structure. Our Appointment Committees and Procedures are detailed in the University's Ordinances.

For further information, please see the following links:

<https://london.ac.uk/about-us/how-university-run>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/board-trustees>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/collegiate-council>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations>

<https://www.sas.ac.uk/about-us/administration>

For further information, make a request to  
[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Our policies and procedures

This section covers our current written protocols, policies and procedures for delivering our services and responsibilities. The Ordinances are procedural rules which set out, in detail, how the University should conduct its business.

For further information, please see the following links:

Policies and procedures for conducting university business

<https://london.ac.uk/about-us/how-university-run/policies>

<https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations>

Procedures and policies relating to academic and student services

<https://www.sas.ac.uk/about-us/administration/policies>

<https://ulip.london.ac.uk/about-us/policies>

<https://london.ac.uk/applications/how-it-works/inclusive-practice-special-arrangements>

<https://london.ac.uk/applications/how-it-works/how-assessment-works>

<https://london.ac.uk/current-students/examinations>

<https://london.ac.uk/applications/how-it-works/resources-and-study-materials>

<https://london.ac.uk/current-students/examinations/rules-assessment-offences-and-cheating>

<https://london.ac.uk/current-students/examinations/submitting-evidence-mitigating-circumstances>

<https://london.ac.uk/current-students/examinations/special-arrangements-exams>

<https://london.ac.uk/current-students/examinations/examination-entry-deadlines>

<https://london.ac.uk/current-students/examinations/exam-conduct-and-writing-examination>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

For further information, please see the following links:

Policies relating to Human Resources and Recruitment

<https://london.ac.uk/about-us/work-us>

<https://www.jobs.london.ac.uk/vacancies.aspx>

Equality and Diversity

<https://london.ac.uk/about-us/how-university-run/policies/equality-diversity-and-inclusion>

Health and Safety

<https://ulip.london.ac.uk/about-us/policies>

Sustainability

<http://uolmasterplan.co.uk/>

Complaints policy

The general student complaints policy is available on the Ordinances page in

<https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations>

Data Protection

<https://london.ac.uk/about-us/how-university-run/policies/data-protection-policy>

Freedom of Information

<https://london.ac.uk/about-us/how-university-run/policies/freedom-information>

Records Management

<https://london.ac.uk/about-us/how-university-run/policies/records-and-information-management>



Copyright, disclaimer and privacy information

<https://london.ac.uk/about-us/how-university-run/policies/privacy-policy-and-cookies>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Lists and registers

A register of the interests of members of the Board of Trustees, of the Collegiate Council and of members of their committees shall be retained by the Secretary to the Board of Trustees. The register is publicly available for inspection by appointment during normal office hours according to Ordinance 8.

The University is a registered data controller and further details of our notification can be found at the Public Register of Data Controllers

For further information, please see the following links:

<https://london.ac.uk/about-us/how-university-run/central-university-administration/statutes-ordinances-and-regulations>

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## The services we offer

## Prospectus and course content

Prospectuses can be obtained from our Colleges & Institutes. You can also search for details of specific courses. You can browse the general information for students for further details about studying at the University.

For further information, please see the following links:

<https://london.ac.uk/courses>

<https://london.ac.uk/ways-study/distance-learning>

<https://london.ac.uk/ways-study/study-campus-london>

<https://london.ac.uk/ways-study/study-local-teaching-institution>

<https://london.ac.uk/ways-study/postgraduate-study-humanities>

<https://london.ac.uk/ways-study/studying-paris>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Services for outside bodies

The University provides a wide range of services for outside bodies. These include business services, media comment and accommodation through the Housing Services and Halls of residence.

For further information, please see the following links:

<https://www.thecareersgroup.co.uk/>

<http://www.cosector.com/>

<https://www.senatehouseevents.co.uk/>

<https://housing.london.ac.uk/>

<http://halls.london.ac.uk/>

For further information, make a request to

[records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Welfare and counselling

Student welfare and counselling information is available via our Student services page:

For further information, please see the following link:

<https://london.ac.uk/ways-study/study-campus-london/student-services-and-support>

For further information, make a request to [records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Careers

For further information, please see the following link:

<https://www.thecareersgroup.co.uk/>

For further information, make a request to [records.management@london.ac.uk](mailto:records.management@london.ac.uk)

## Chaplaincy services

The Chaplaincy serves the University community by offering pastoral counselling, and support and guidance in matters of faith and spiritual development for all students and staff of the Christian and Jewish traditions, and also those with no religious background.

For further information, please see the following links:

<https://london.ac.uk/ways-study/study-campus-london/student-services-and-support/chaplaincy>

For further information, make a request to [records.management@london.ac.uk](mailto:records.management@london.ac.uk)

**Services for which the university is entitled to recover a fee together with those fees**

Services which require the payment of a fee vary across the University and the following services can incur a cost:

For further information, please see the following links:

Transcripts and Student records

<https://london.ac.uk/ways-study/study-campus-london/student-services-and-support/requesting-transcript-or-replacement>

Student Fees

<https://london.ac.uk/applications/costs-your-course>  
<https://www.sas.ac.uk/graduate-study/fees-and-funding>

Sports and recreational facilities

<https://www.studentcentral.london/activities/>  
<https://www.studentcentral.london/energybase/>

Museums, libraries, special collections and archives

<http://www.senatehouselibrary.ac.uk/>  
<http://www.senatehouselibrary.ac.uk/our-collections>

For further information, make a request to  
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