## Cardiff Metropolitan University Logo

## **Freedom of Information Publication Scheme**

### Section 19 of the Freedom of Information Act 2000 requires every public authority to adopt and maintain a Publication Scheme.

### The Act promotes greater openness and accountability across the public sector by requiring all public authorities to make information proactively available. This Publication Scheme is in line with the Information Commissioner’s Model Publication Scheme for Universities.

## **Who we are and what we do:**

## **Organisational information, structures, locations, and contacts**

## **Legal and Governance Framework**

### The University is a Higher Education Corporation. Higher Education Corporation status can only be granted by Parliamentary Order. These providers were all Further Education (FE) corporations or part of local authorities, which have since moved into the Higher Education (HE) sector. The large majority are now also UK universities.

### [Articles of Government](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Key%20Documents/ArticlesofGovernment2011.pdf)

### [Instrument of Government](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Key%20Documents/InstrumentofGovernment2011.pdf)

### [Information about the Governing Body of the University](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/GoverningBody.aspx)

### [Information about Welsh Language at the University](https://www.cardiffmet.ac.uk/about/Welsh%20Language%20Unit/Pages/Welsh-Language-Policy.aspx)

## **How the University is Organised**

### [Information on the University Management Structure and Governance](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/default.aspx)

### I[nformation about the Executive Structure](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Vice-Chancellor's-Executive-Group.aspx)

## **Information about the University’s Organisational Structure**

### [Cardiff School of Art and Design](https://www.cardiffmet.ac.uk/artanddesign/Pages/default.aspx)

### [Cardiff School of Education & Social Policy](https://www.cardiffmet.ac.uk/education/Pages/default.aspx)

### [Cardiff School of Management](https://www.cardiffmet.ac.uk/management/Pages/default.aspx)

### [Cardiff School of Sport and Health Sciences](https://www.cardiffmet.ac.uk/sportandhealthsciences/Pages/default.aspx)

### [Cardiff School of Technologies](https://www.cardiffmet.ac.uk/technologies/Pages/default.aspx)

### [Information about the University’s Professional Services](https://www.cardiffmet.ac.uk/about/Pages/Support-Departments.aspx)

## **What We Do**

### [Undergraduate Degree Programmes](https://www.cardiffmet.ac.uk/study/Pages/Undergraduate-Courses-A-Z.aspx)

### [Postgraduate Degree Programmes](https://www.cardiffmet.ac.uk/study/Pages/Postgraduate-Study.aspx)

### [Research](https://www.cardiffmet.ac.uk/research/Pages/default.aspx)

### [Working with Business](https://www.cardiffmet.ac.uk/business/Pages/default.aspx)

### [Educational Partnerships](https://www.cardiffmet.ac.uk/partnerships/Pages/default.aspx)

### [Student Life at the University](https://www.cardiffmet.ac.uk/study/studentlife/Pages/default.aspx)

### [Students’ Union](https://www.cardiffmetsu.co.uk/)

## **Dates, Locations, Contacts**

### [University Term Dates](https://www.cardiffmet.ac.uk/registry/Pages/Term-Dates.aspx)

### [University Campuses and Locations](https://www.cardiffmet.ac.uk/about/campuses/Pages/default.aspx)

### [University Contact Details](https://www.cardiffmet.ac.uk/about/Pages/Contact-Us.aspx)

## **What we spend and how we spend it:**

## **Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit**

### [Financial Statements](https://www.cardiffmet.ac.uk/about/Pages/Finance.aspx)

### *For financial information relating to projected and actual income and expenditure, financial audit, and the annual pay policy statement*

### [Procurement Arrangements](https://www.cardiffmet.ac.uk/procurement/Pages/default.aspx)

### [Tender Procedures and Contracts](https://www.cardiffmet.ac.uk/procurement/Pages/Contract-list-and-Future-Contract-Opportunities-.aspx)

### *For details of the procedures used for the acquisition of goods and services, including contracts available for public tender*

### [Finance Policies](https://www.cardiffmet.ac.uk/about/policyhub/Pages/default.aspx#finance)

### [Staff Allowances and Expenses](https://www.cardiffmet.ac.uk/jobs/Pages/default.aspx)

### *For further information please contact* [*freedomofinfo@cardiffmet.ac.uk*](mailto:freedomofinfo@cardiffmet.ac.uk)

### [Staff Pay and Grading Structures](https://www.cardiffmet.ac.uk/jobs/Pages/default.aspx)

### *For information on senior staff pay and the “pay multiple” – the ratio between the highest paid salary and the median average salary of the workforce - refer to the relevant* [*Financial Statement and Annual Pay Policy Statement*](https://www.cardiffmet.ac.uk/about/Pages/Finance.aspx)

### Capital Programme:

### *The University is in the early stages of planning a major Capital Programme and further information will be published in due course. In the meantime, for further information please contact* [*freedomofinfo@cardiffmet.ac.uk*](mailto:freedomofinfo@cardiffmet.ac.uk)

### [Research Funding](https://www.cardiffmet.ac.uk/about/Pages/Finance.aspx)

### *Published as part of the Annual Financial Statements*

## **What our priorities are and how we are doing:**

## **Strategies and plans, performance indicators, audits, inspections, and reviews**

### [University Strategic Plan](https://www.cardiffmet.ac.uk/about/structureandgovernance/strategy/Pages/default.aspx)

### *For information about the University’s Strategic Plan, performance indicators, and reviews*

### [Performance Against Key Performance Indicators](https://www.cardiffmet.ac.uk/about/Pages/Finance.aspx)

### *Outlined in the Annual Report and Financial Statements*

### [Academic Standards and Quality](https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/provider?UKPRN=10007854)

### *For Quality Assurance Agency (QAA) inspection reports*

### *For information on the* [*University’s Quality Enhancement Directorate (QED)*](https://www.cardiffmet.ac.uk/about/ltdu/Pages/default.aspx)

### *For the* [*University’s Academic Handbook*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx)

### [Data Privacy Impact Assessments](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Data-Protection.aspx)

### *For further information please contact* [*dataprotection@cardiffmet.ac.uk*](mailto:dataprotection@cardiffmet.ac.uk)

### [External Audit](https://www.cardiffmet.ac.uk/about/Pages/Finance.aspx)

### *Outlined in the Annual Financial Statements*

### [Research Excellence Framework (REF)](https://results2021.ref.ac.uk/profiles/institutions/10007854)

### *For information on the University’s performance in the REF 2021.*

### [Corporate Relations](https://www.cardiffmet.ac.uk/business/Pages/default.aspx)

### *For information relating to the University’s links with employers and sponsors in both the public and private sectors*

### [Equality, Diversity, and Inclusion (EDI) Compliance](https://www.cardiffmet.ac.uk/about/structureandgovernance/equalityanddiversity/Pages/default.aspx)

### *For EDI Annual Reports and the Strategic Equality Plan produced as part of the University’s responsibilities under the Equality Act 2010*

## **Other Government and Regulatory Reports:**

### The UK Higher Education funding and regulatory bodies collect data from universities and colleges about students. [Discover Uni](https://www.discoveruni.org.uk/about-our-data/) uses this data to create its own statistics. [Academic Registry](http://www.cardiffmet.ac.uk/registry/Pages/default.aspx) is responsible for the University’s data return to [Discover Uni](https://www.discoveruni.org.uk), and for listing the University’s [Professional, Statutory and Regulatory Bodies (PRSB)](https://www.cardiffmet.ac.uk/registry/Pages/Professional,-statutory-and-regulatory-bodies.aspx) affiliations.

### Additionally, all Universities and other higher education providers in the UK are required to submit annual information to the Higher Education Statistics Agency ([HESA](https://www.hesa.ac.uk/)). HESA makes available all comparable and consistent data from every HE provider, while saving the time and resources of publicly funded universities. HESA publishes [open data](https://www.hesa.ac.uk/data-and-analysis) under a Creative Commons license about students, staff, finance and other aspects of higher education.

### In addition, [UCAS](https://www.ucas.com/) is an independent charity that provides the UK’s national undergraduate admissions service. Every year, it helps approximately 700,000 students apply for full-time undergraduate courses, at nearly 400 UK universities and colleges. Freely available UCAS information can be found [here](https://www.ucas.com/about-us/policies/freedom-information/guide-information).

## **How we make decisions:**

## **Decision making processes and records of decisions**

### [The Governing Body](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/GoverningBody.aspx)

### *For further information including minutes of meetings and associated policies and procedures*

### [The Vice-Chancellor’s Executive Group](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/Vice-Chancellor's-Executive-Group.aspx)

### [Information about the University’s Academic Board](https://www.cardiffmet.ac.uk/about/structureandgovernance/Pages/university-management-boards.aspx)

## **Our policies and procedures:**

## **Current written protocols, policies, and procedures for delivering services and responsibilities.**

### [Academic Handbook](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx)

### *Including Academic Regulations and Procedures, Programme Design, Approval Monitoring and Review*

### [Cardiff Met Policy Hub](https://www.cardiffmet.ac.uk/about/policyhub/Pages/default.aspx)

### *For copies of all policies relating to Finance, Governance, Health and Safety, Estates, Sustainability, Human Resources, Information Technology, Research, Teaching, Learning and Student*

### [Compliance with the Welsh Language Standards (WLS)](https://www.cardiffmet.ac.uk/about/Welsh%20Language%20Unit/Pages/Welsh-Language-Standards-.aspx)

### *For information including the Compliance Notice and WLS Annual Monitoring Reports*

### [Complaints](https://www.cardiffmet.ac.uk/registry/Pages/Complaints.aspx)

### Charging Regimes and Policies:

### *The University does not charge for information.*

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## **Lists and registers**

### Senior Staff’s Register of Interests:

### *A Register of Declarations of Interest will be published in the 22/23 Academic Year. For further information please contact* [*freedomofinfo@cardiffmet.ac.uk*](mailto:freedomofinfo@cardiffmet.ac.uk)

### Register of Gifts and Hospitality Provided to Senior Staff:

### *A Register of Gifts and Hospitality will be published in the 22/23 Academic Year. For further information please contact* [*freedomofinfo@cardiffmet.ac.uk*](mailto:freedomofinfo@cardiffmet.ac.uk)

### CCTV:

### *For information on the locations of any CCTV surveillance cameras operated by or on behalf of the University please contact* [*freedomofinfo@cardiffmet.ac.uk*](mailto:freedomofinfo@cardiffmet.ac.uk)*.*

## **The services we offer:**

## **Information about the services we offer**

### [Prospectus and Course Details](https://www.cardiffmet.ac.uk/study/Pages/default.aspx)

### [Global Academies](https://www.cardiffmet.ac.uk/research/globalacademies/Pages/default.aspx)

### [Student Finance and Tuition Fees](https://www.cardiffmet.ac.uk/study/finance/Pages/default.aspx)

### [University Bursaries and Scholarships](https://www.cardiffmet.ac.uk/study/finance/bursaries/Pages/default.aspx)

### [Student Services and Chaplaincy](https://www.cardiffmet.ac.uk/study/studentservices/Pages/default.aspx)

### [Cardiff Met Sport](https://www.cardiffmet.ac.uk/about/sport/Pages/default.aspx)

### [Student Accommodation](https://www.cardiffmet.ac.uk/accommodation/Pages/default.aspx)

### [Careers Service](https://www.cardiffmet.ac.uk/about/careers/Pages/default.aspx)

### [Conference Services](https://www.cardiffmet.ac.uk/about/conferenceservices/Pages/default.aspx)

### The information identified in this Publication Scheme is available through the University's website and is also available in hard copy in different formats on request. Any enquiries or requests relating to the Publication Scheme should be sent to [freedomofinfo@cardiffmet.ac.uk](mailto:freedomofinfo@cardiffmet.ac.uk).

### Any requests for information not published under the Publication Scheme should be made in writing to the email [freedomofinfo@cardiffmet.ac.uk](mailto:freedomofinfo@cardiffmet.ac.uk). Requests will be considered under the provisions of the Freedom of Information Act 2000 and the University’s [Freedom of Information Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/freedom-of-information-policy-2019.docx).

### Publication Scheme Last Reviewed and Updated 18/7/2022.