Section 8 Categories of Information

8.1   General Information

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Name and address	The name of the institution, and the address of its principal office	University of St Andrews College Gate, North Street, St Andrews, Fife KY16 9AJ		
Principal officers	Names of the principal officers of the institution	Roles, responsibilities and biographical details for the following available online: • **Members of the Principal's Office** • **Deans** and **Pro Deans** • **Senior Management** Names and contact details also available online for: • **Service Unit Heads** • **Heads of Academic School**		
Contact information	Information on how to contact the institution	University of St Andrews North Street, St Andrews, Fife KY16 9AJ Telephone No: 01334 476161 Further details for specific areas of the University can be found online at: **http://www.st-andrews.ac.uk/contacts/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Location	Information on the institution's principal and other main locations, including campus maps	Map of the University campus, location of main buildings and directions are available online at: **http://www.st-andrews.ac.uk/maps/**		
Opening hours	Opening hours of the institution's principal office(s)	The University can be contacted during normal office hours which are Monday to Friday, 8.45 am - 5.00 pm. Opening hours for the following are slightly different and details are available online: • **Music Centre** • **Library** • **Sports Centre** • **Bell Pettigrew** • **MUSA**		
Academic year dates	Information on the dates of the institution's academic years	Details of the academic calendar are available online at: **http://www.st-andrews.ac.uk/semesterdates/** .		
Holidays	Dates of closure of the institution	The University is normally open from Monday to Friday except for the period between Christmas Eve and the first working day following 2 January and on the May day holiday.		
Complaints	Procedures on how to complain about the institution	To make a complaint to the University the procedure for the following areas are: **Freedom of Information** The University's performance under the Freedom of Information (Scotland) Act 2002 contact: Freedom of Information Officer IT Services University of St Andrews Butts Wynd St Andrews KY16 9AL Tel No: 44 (0)1334 26776 Email: **foi@st-andrews.ac.uk** **Schools and Units**		

Category Name	Category Description	Format of information	Fee	Withheld information
		To make a complaint about a School or Unit please contact the Head of School or Unit concerned. Contact details are available at: **http://www.st-andrews.ac.uk/contacts/** **Grievance Procedures for Staff** - are available on the website at: **http://www.st-andrews.ac.uk/staff/policy/hr/** **Grievance Procedures for Students** - are available on the website at: **http://www.st-andrews.ac.uk/students/rules/appeals/** . **Other avenues for making a complaint** Complaints can also be made to the Principal's Office: University of St Andrews College Gate North Street St Andrews Fife KY16 9AJ Tel: 44 (0)1334 462525 Email: **principal@st-andrews.ac.uk**		
Document serving	Contact details for serving legal documents on the institution, e.g. Court Orders	Official documents should be served on: Vice-Principal (Governance & Planning) University of St Andrews College Gate North Street St Andrews Fife KY16 9 AJ Tel No: 44(0)1334 462555 Fax: 44(0)1334 462554 Email: **vpgov@st-andrews.ac.uk**		

8.2 Access to Information and Records Management Policies

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
How to make a request for information and freedom of information enquiries contact	Details of how to request information from the institution under the Freedom of Information (Scotland) Act, the Data Protection Act, and the Environmental Information (Scotland) Regulations. Central contact point for Freedom of Information enquiries	<u>Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004</u> Requests for information under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 ("the EIRs") should: • Be in writing or some other form capable of later being used for reference purposes. (A request under the EIRs can also be made verbally); • State your name and address; and • Describe the information you require. To make your request for information please contact: Freedom of Information Officer IT Services University of St Andrews Butts Wynd St Andrews Fife KY16 9AL Tel No: 44(0)1334 462776 Email: **foi@st-andrews.ac.uk**		

Category Name	Category Description	Format of information	Fee	Withheld information
		Data Protection Act 1998 Details on how to make a Subject Access Request under the provisions of the Data Protection Act 1998 are available at: **https://www.st-andrews.ac.uk/staff/policy/dataprotection/makingarequest/**		
Information legislation policies	Institutional policies and procedures on Freedom of Information, Data Protection and Environmental Information	Available online: • **Freedom of Information Policy** • **Procedures for Undertaking a Review** • **Guidelines on the Environmental Information (Scotland) Regulations 2004** • **Data Protection Policy** • Procedures for dealing with Subject Access Requests - **http://www.st-andrews.ac.uk/staff/policy/dataprotection/makingarequest/** • **Environmental Information Charging Schedule**		
Records Management and archiving policy	Policies and guidance relating to our records management, records and information retention and archiving policies	Available online at: **http://www.st-andrews.ac.uk/staff/policy/recordsmanagement/**		

Section 8 Categories of Information

8.3   Governance

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Legal Framework	Information on how the institution was established and its standing from a legal perspective	The Universities (Scotland) Acts, 1858-1966, and Ordinances and Resolutions made thereunder, regulate the present constitution and government of the four ancient Scottish Universities of St Andrews, Aberdeen, Edinburgh and Glasgow. The University of St Andrews has no charter in the sense of an instrument from the Privy Council laying down its constitution. Instead its governance and structure depend on these Acts of Parliament, supplemented by Ordinances approved by the Privy Council and, since 1966, by a new form of subordinate legislation, namely Resolutions of the University's governing body, the University Court. Available online: • **The Ordinances and Resolutions of the University Court**		

Category Name	Category Description	Format of information	Fee	Withheld information
Governance Structure	The institution's governance structures and related operational procedures	The University Court is the governing body of the University. Court's governance structures and related procedures are available online: • **http://www.st-andrews.ac.uk/about/universitycourt/** The University Senate is responsible for all academic matters within the University, in particular for regulating the teaching of the University and superintending student discipline. That responsibility is subject to the availability of material and financial resources (for which the University Court has overriding power). The Senate also approves all degrees to be conferred by the University and thus graduation ceremonies are officially an adjourned meeting of Senate – further details on the operation of Senate are available online: • **http://www.st-andrews.ac.uk/about/senate/** Further details of the structure and governance of the University is available online: • **http://www.st-andrews.ac.uk/about/governance/**		
Governance precepts	The institution's arrangements for compliance with good governance precepts	The Financial Operating Procedures of the University is available online at: **http://www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures/**		
Conflict of interests policy	The institution's conflict of interests policies	Available online: • **Code of public interest disclosure**		
Register of interests	Institutional register of interests	Available online: • **Registration and declaration of interests** The University Register of Interests is available in hardcopy from: Freedom of Information Officer IT Services University of St Andrews Butts Wynd Fife KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		

Category Name	Category Description	Format of information	Fee	Withheld information
Institutional structure	A description of the institution's major organisational units and how these relate to each other	Available online: • **https://www.st-andrews.ac.uk/about/governance/** • University management structure chart can be found in Section 2.10 of Court Members' Handbook - **http://www.st-andrews.ac.uk/media/court-office/documents/CourtHandbookFeb15.pdf**		
Major committees	The activities of major committees with devolved decision-making powers	Academic Council - available online: • **http://www.st-andrews.ac.uk/about/senate/academiccouncil/** University Court – available online: • **http://www.st-andrews.ac.uk/about/universitycourt/**		
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 following information is available online: • Overview of General Council - **http://www.st-andrews.ac.uk/about/generalcouncil/** • General Council Constitution and Standing Orders - **http://www.st-andrews.ac.uk/about/generalcouncil/gcstandingorders/** • General Council Committees and Membership - **http://www.st-andrews.ac.uk/about/generalcouncil/membership/**		
General Council	Information on the operation and activities of the General Council	Available online: • **http://www.st-andrews.ac.uk/about/generalcouncil/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Subsidiary companies	Information on the names, addresses, broad functions and purposes of companies where the institution is a majority shareholder	The wholly owned subsidiary companies of the University are noted below along with links to access further information pertaining to these: • **SMRU Ltd** • SOI Ltd • SOI Group Ltd • **St Andrews Instrumentation Ltd** • St Andrews Applied Research Ltd • **Photosynergy Ltd** • University of St Andrews Shop Ltd • **St Andrews University Services Ltd** • **University of St Andrews Gateway Ltd** • Saint Sport Services Ltd • **St Andrews University Holdings Ltd (Dormant)** • **St Andrews Strategic Management Ltd** (Dormant) • **St Andrews Management Institute** (Dormant) Details of Spin-out Companies formed as a result of University research are available at: **http://www.st-andrews.ac.uk/ktc/formation/companies/** . The contact for any of the University's wholly owned subsidiary companies is: Quaestor and Factor University of St Andrews College Gate North Street St Andrews Fife KY16 9AJ Tel: +44 (0)1334 462016 Email: Quaestor@st-andrews.ac.uk		

Category Name	Category Description	Format of information	Fee	Withheld information
Honorary degrees	Policies, procedures and awards of honorary degrees	Available online: • Previous Honorary Graduates - **http://www.st-andrews.ac.uk/graduation/honorarygraduatearchive/** • **Honorary Degrees – guidelines for nominations** • **Honorary Degrees – submission process** • **Honorary Degrees – nomination form**		

8.4   Financial Resources

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Financial statements	The institution's annual accounts	Available online: **http://www.st-andrews.ac.uk/staff/money/financialstatements/**		
Budgetary processes	Policies and procedures for making budgetary allocations to major budgetary units	The following information is available online as part of the University's Financial Operating Procedures: • Standing Financial Instructions • Scheme of Delegation • Financial Operating Procedure for Budget Monitoring		
Budgets overview	Summary of overall budget and budgetary allocations to major budgetary units	Not currently published online - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: foi@st-andrews.ac.uk		
Financial regulations	Institution's financial administration manual	Financial operating procedures and standing financial instructions are available online: **http://www.st-andrews.ac.uk/staff/policy/money/** The University's Expenses policy is available online at: **http://www.st-andrews.ac.uk/staff/policy/hr/stafftravelsubsistenceandexpensespolicy/** Procedures for Court Members on claiming expenses can be found in the Court Members' Handbook which is available online: **http://www.st-andrews.ac.uk/about/universitycourt/handbookformembers/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Insurance	Summary information on the institution's major insurance policies	Details of the University's insurance policies are available online at: **http://www.st-andrews.ac.uk/staff/money/insurance/** .		
Senior staff remuneration	Principal's remuneration and statistical information on remuneration of other senior staff required to be published under the SFC Financial Memorandum.	Details of the Principal's remuneration and the number of staff in higher paid salary bands is published in the University's annual Reports & Financial Statements which are available online at: **http://www.st-andrews.ac.uk/staff/money/financialstatements/** Court members are not remunerated for their services.		
	Senior Management/Court Members' Expenses	Not currently published online - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: foi@st-andrews.ac.uk		
Investments	Summary information on institutional endowments and investments	The following reports are available online at http://www.st-andrews.ac.uk/staff/money/financialstatements/ : • Investments • Reports & Financial Statements of University Court		

8.5   Corporate Planning

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Mission	Institution's Mission statement	The mission of the University of St Andrews is to achieve the highest international standards of excellence in scholarship, manifested in the quality of its research and of its graduates.		
Corporate plan	Institution's corporate or Strategic Plan	Not currently available online - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		
Strategies	Major institutional strategy documents	Available online: • ICT Strategy available online - **http://www.st-andrews.ac.uk/media/it-services/documents/ict-strategy.pdf** • Procurement Strategy - **http://www.st-andrews.ac.uk/staff/policy/procurement/**		
Performance indicators	Indicators used by the governing body and senior management to measure overall institutional performance	No information is available at present.		
Planning procedures	Internal procedures for planning and resource allocation	No information is available at present.		

8.6   Procurement

Introduction

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

Category Name	Category Description	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	The following information is available online: • Procurement Strategy - **http://www.st-andrews.ac.uk/staff/policy/procurement/** • Terms and Conditions for purchase of goods and services - **http://www.st-andrews.ac.uk/media/procurement/terms-conditions-goods-services.pdf**		
Procurement procedures	Institution's procurement and purchasing manuals	The following information is available online: • Procurement Financial Operating Procedure: Goods, Services & Works - **http://www.st-andrews.ac.uk/media/finance/documents/procurement-financial-operating-procedure.pdf** • Purchasing thresholds and supplier information - **http://www.st-andrews.ac.uk/staff/money/procurement/suppliers/** • Opportunities and routes to becoming a supplier to the University - **http://www.st-andrews.ac.uk/staff/money/procurement/suppliers/opportunitiesandroutes/**		
Procurement contacts	Contact information for procurement and purchasing information	The following information is available online: • Contact details of Procurement Team - **http://www.st-andrews.ac.uk/procurement/** • Information for suppliers - **http://www.st-andrews.ac.uk/staff/money/procurement/suppliers/**		

Category Name	Category Description	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.	The following information is available online: • Buyer profile: Forthcoming, Current & Awarded Tender Exercises - **http://www.st-andrews.ac.uk/media/procurement/buyer-profile.pdf** • Planned Procurements & Supplier Instruction for e-tendering Portal Registration - **http://www.st-andrews.ac.uk/media/procurement/supplier-registration-portal.pdf** • Opportunities and routes to becoming a supplier to the University - **http://www.st-andrews.ac.uk/staff/money/procurement/suppliers/opportunitiesandroutes/**		
Supplier contracts	EU-prescribed award notices of major contracts over EU thresholds	Details of awarded tender exercises can be found online: • Procurement Buyer Profile - **http://www.st-andrews.ac.uk/media/procurement/buyer-profile.pdf**		

8.7   Management of Research

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Research funding	Statistical information on the major sources of the institution's research funding	• Summary information is available in the annual Reports and Financial Statements of the University Court available online at: **http://www.st-andrews.ac.uk/staff/money/financialstatements/**		
Research quality	Results of external measurement of the quality of the institution's research	Available online: • The University's performance in the Research Assessment Exercise in 2008 - **http://www.st-andrews.ac.uk/research/quality/rae2008/** • Further information on research quality - **http://www.st-andrews.ac.uk/research/quality/**		
Research strategies	Summary information on institutional-level strategic plans for research	Available online: • Research in the University - **http://www.st-andrews.ac.uk/research/university/**		
Research management structures	A description of the structures the institution uses to manage its research activity	Available online: • Research Policy Office - **http://www.st-andrews.ac.uk/rpo/** • Knowledge Transfer Centre - **http://www.st-andrews.ac.uk/ktc/aboutus/** • Research and Teaching Staff Forum - **http://www.st-andrews.ac.uk/staff/research/policies/researchstaffforum/**		
Research support arrangements	Institution's procedures for supporting research	Available online: • Research support - **http://www.st-andrews.ac.uk/researchsupport/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Research ethics	The institution's research ethics policies and procedures	Available online: • Overview - **http://www.st-andrews.ac.uk/staff/research/ethics/** • External Work policy for academic and academic related staff - **http://www.st-andrews.ac.uk/staff/policy/hr/externalwork/** • Use of animals in research - **http://www.st-andrews.ac.uk/staff/research/ethics/animalsinresearch/** • University Teaching and Research Ethics Committee - **http://www.st-andrews.ac.uk/utrec/**		
Research students policies and procedures	The institution's policies and procedures for supervising and examining research students	Available online: • Research Policy and Governance - **http://www.st-andrews.ac.uk/staff/policy/respol/** • Policy for supervisors and students in research postgraduate programmes - **http://www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/research/**		

8.8 Commercialisation and Knowledge Transfer

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Support arrangements	A description of how the institution supports commercialisation of the knowledge generated by its research activities.	Available online: • Knowledge Transfer Centre - **http://www.st-andrews.ac.uk/administration/knowledgetransfercentre/**		
Contact information	How to get information about the institution's commercialisation activities.	Available online: • Knowledge Transfer Centre Staff and contact details - **http://www.st-andrews.ac.uk/administration/knowledgetransfercentre/staff/**		
Commercialisation funding	Statistical information on the major sources of the institution's funding for commercialisation and knowledge transfer.	No information is currently available - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		
Commercialisation resources	A description of institutional facilities and resources for supporting commercialisation activity.	No information is currently available online - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		

Category Name	Category Description	Format of information	Fee	Withheld information
Commercialisation outcomes	Statistical information about the institution's commercialisation of its research activities	Available online: • Invention disclosures and patents - **http://www.st-andrews.ac.uk/ktc/formation/facts/** • Success stories - **http://www.st-andrews.ac.uk/ktc/formation/success/** • University created companies - **http://www.st-andrews.ac.uk/ktc/formation/companies/**		
Consultancy services	How to get information about the institution's consultancy services.	Available online: Contact the Knowledge Transfer Centre - **http://www.st-andrews.ac.uk/ktc/aboutus/**		

8.9   Human Resources

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Staff profile	Statistical information on staff	Available online: • Average staff numbers by major category reported in the annual Report and Financial Statements of the University Court - **http://www.st-andrews.ac.uk/staff/money/financialstatements/** • Equality mainstreaming report - **http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies/reports/** • Gender Pay Gap Information Report - **http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies/reports/**		
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	Available online: • All HR related policies - **http://www.st-andrews.ac.uk/staff/policy/hr/** • For information, guidance and policies specifically related to all aspects of recruitment and selection of staff can be found under the category of 'Recruitment of Staff' - **http://www.st-andrews.ac.uk/staff/policy/hr/** • Services and guidance offered by the Recruitment Team - **http://www.st-andrews.ac.uk/hr/recruitment/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Employment terms	Generic terms and conditions of employment	Available online: • Salary grades and scales - **http://www.st-andrews.ac.uk/staff/money//salaries/** • All HR related policies - **http://www.st-andrews.ac.uk/staff/policy/hr/** • Annual Leave entitlement - **http://www.st-andrews.ac.uk/staff/policy/hr/annualleaveguidance/** • Employee benefits - **http://www.st-andrews.ac.uk/hr/employeebenefits/financial/** • General Terms and Conditions - **http://www.st-andrews.ac.uk/hr/employeebenefits/termsandconditions/**		
Performance management	Policies and procedures relating to performance management	Available online: • Q6 annual review process - **http://www.st-andrews.ac.uk/staff/ppd/q6/** • Procedures and guidelines on the probation scheme for support staff - **http://www.st-andrews.ac.uk/staff/policy/hr/probation-support/** • Procedures and guidelines on the academic probation scheme - **http://www.st-andrews.ac.uk/staff/policy/hr/academicprobationpolicy/** • Academic Review for New Starts - **http://www.st-andrews.ac.uk/staff/policy/hr/academicreviewfornewstartsallacademicstaff/**		
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	Available online: • Grading, Reward and Conditions - **http://www.st-andrews.ac.uk/hr/gradingrewardandconditions/** • Grading review policy and procedure - **http://www.st-andrews.ac.uk/staff/policy/hr/gradingreviewpolicyandprocedure/** • Grading review process - **http://www.st-andrews.ac.uk/hr/gradingrewardandconditions/gradingreviewprocess/** • Academic promotions - **http://www.st-andrews.ac.uk/hr/gradingrewardandconditions/academicpromotions/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Pensions	Policies and guidelines on pension arrangements for staff	Available online: • Details of the University Pension Scheme - **http://www.st-andrews.ac.uk/staff/money/pensions/** • University of St Andrews Superannuation and Life Assurance Scheme - **http://www.st-andrews.ac.uk/staff/money/pensions/slas/** • USS Pension Scheme information and guidance for staff- **http://www.st-andrews.ac.uk/staff/money/pensions/uss/** • USS Paysave scheme - **http://www.st-andrews.ac.uk/staff/policy/hr/paysaveuss/** • Pensions Tax Relief - **http://www.st-andrews.ac.uk/staff/money/pensions/pensions_tax/**		
Discipline	Disciplinary procedures and policies	Available online: • Disciplinary procedures - **http://www.st-andrews.ac.uk/staff/policy/hr/disciplinaryprocedures/** • Harassment and bullying at work and study policy and procedure - **http://www.st-andrews.ac.uk/staff/policy/hr/harassmentandbullyingatworkandstudy/**		
Grievance	Grievance procedures and policies	Available online: • Grievance procedures for academic staff - **http://www.st-andrews.ac.uk/staff/policy/hr/grievanceproceduresforacademicstaff/** • Grievance procedure for al staff - **http://www.st-andrews.ac.uk/staff/policy/hr/grievanceprocedureforallstaff/**		
Employee relations	Collective bargaining and consultation procedures with recognised Trades Unions and Professional Organisations and agreements reached	Available online: • Recognition of and facilities for trade union duties and activities - **http://www.st-andrews.ac.uk/staff/policy/hr/tuda/** • Framework Agreement for the Modernisation of HE pay structure - **http://www.st-andrews.ac.uk/hr/frameworkagreement/**		
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	Available online: • Code on public interest disclosure ("Whistleblowing") - **http://www.st-andrews.ac.uk/staff/policy/hr/whistleblowingpolicy/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Staff development	Policies and procedures relating to the ongoing development of staff	Available online: • Induction resources for new staff - **http://www.st-andrews.ac.uk/staff/ppd/newstaffinduction/** • About Q6 review and development scheme - **http://www.st-andrews.ac.uk/staff/ppd/q6/** • Q6 review guidelines - **http://www.st-andrews.ac.uk/staff/ppd/q6/reviewguidelines/** Centre for Academic, Professional and Organisational Development - **http://www.st-andrews.ac.uk/capod/**		
Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	Available online: • Staff collection notice - **http://www.st-andrews.ac.uk/staff/policy/dataprotection/staffcollectionnotice/** • Data collection for monitoring diversity - **http://www.st-andrews.ac.uk/hr/edi/monitoring/**		
Staff facilities	Description of the facilities and services available exclusively to members of staff.	Available online: • Employee Benefits - **http://www.st-andrews.ac.uk/hr/employeebenefits/** • Recreation facilities - **http://www.st-andrews.ac.uk/hr/employeebenefits/recreation/** • Travel - **http://www.st-andrews.ac.uk/hr/employeebenefits/travel/** • Childcare Vouchers - **http://www.st-andrews.ac.uk/staff/money/salaries/childcarevoucherscheme/** • Health and Wellbeing - **http://www.st-andrews.ac.uk/hr/employeebenefits/healthandwellbeing/**		

8.10   Physical Resources

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Description of estate	Overview of the institution's estate	Available online: • Map of St Andrews town showing main University buildings and their location - **http://www.st-andrews.ac.uk/media/university/maps/wwwmap.pdf** • Access arrangements for main buildings - **http://www.disabledgo.com/en/org/university-of-st-andrews**		
Estate development plans	Plans for major changes to the estate, including plans for use of major external capital funding.	No information is currently available online - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		
Buildings under construction	Summary information about buildings under construction	The University does not currently hold or publish this information.		
Maintenance	Maintenance arrangements and policies for buildings and grounds	Available online: • Maintenance and repairs arrangements - **http://www.st-andrews.ac.uk/staff/tech/estates/maintenance/** • How to request repairs and maintenance - **http://www.st-andrews.ac.uk/staff/tech/estates/maintenance/repairs/**		
Estates indicators	Performance indicators on major estates functions	The University does not currently hold or publish this information.		

Category Name	Category Description	Format of information	Fee	Withheld information
Environmental policies	The institution's environmental policies, practices and overview of their impact	Available online: • Policies - **http://www.st-andrews.ac.uk/staff/policy/sustainabledevelopment/policies/** • Environment and sustainable development overview and projects and incentive schemes - **http://www.st-andrews.ac.uk/environment/** • Waste and recycling - **http://www.st-andrews.ac.uk/administration/recycling/** • WARPit reuse online resource - **http://www.st-andrews.ac.uk/environment/warpit/**		

8.11   Health and Safety

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Policies	Policies, procedures and guidelines relating to health and safety	Available online: • Policy and Governance: Safety and Well-being - **http://www.st-andrews.ac.uk/staff/policy/safety/** • Health and Safety Policy - **http://www.st-andrews.ac.uk/staff/policy/healthandsafety/publications/healthsafetypolicy/** • Risk Management Policy - **http://www.st-andrews.ac.uk/media/environmental-health-and-safety-services/ehss/2013.01%20Risk%20Management%20Policy.pdf** • Incident reporting procedures - **https://www.st-andrews.ac.uk/staff/policy/safety/incidentreporting/** • Security procedures - **http://www.st-andrews.ac.uk/staff/policy/safety/security/** • Health and safety publication index - **http://www.st-andrews.ac.uk/staff/policy/healthandsafety/publications/** • Remit of the University Health & Safety Assurance Group - **http://www.st-andrews.ac.uk/media/court-office/documents/CourtHandbookDec12.pdf** • School/Unit Health and Safety Committee - **http://www.st-andrews.ac.uk/staff/policy/healthandsafety/publications/safetycommittees/**		
Annual Reports and statistics	Reports to governing body on health and safety issues	Available online:		

| | Summary statistics on accidents and incidents within the institution | • Health and safety publications - **http://www.st-andrews.ac.uk/staff/policy/healthandsafety/publications/**
• Annual Health and Safety Report - **http://www.st-andrews.ac.uk/media/environmental-health-and-safety-services/health-and-safety/annual-safety-report/2011%20Annual%20Report.pdf** | | |

8.12 Equality and Diversity

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Equal opportunities policies and guidance	Equality and diversity policies, statements, procedures, and guidelines	Available online: • Equality Statement - **http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies/equalitypolicy/** • Equality and Diversity Inclusion Policy - **http://www.st-andrews.ac.uk/staff/policy/hr/equalitydiversityinclusion/** • HR policies related to Equality and Diversity - **http://www.st-andrews.ac.uk/staff/policy/hr/** • Guidance on compliance with equalities law and achieving good practice - **http://www.st-andrews.ac.uk/hr/edi/** • Equality Duty Actions - **http://www.st-andrews.ac.uk/hr/edi/equalityduty/actions/**		
Equal opportunities consultation	Information about consultation procedures required for compliance with statutory equality duties	Available online: • Public Sector Equality Duty - **http://www.st-andrews.ac.uk/hr/edi/equalityduty/** • Engagement and consultation on policies, practices, procedures and services - **http://www.st-andrews.ac.uk/hr/edi/eia/engagement/** • Monitoring Diversity - **http://www.st-andrews.ac.uk/hr/edi/monitoring/**		

Equality management infrastructure	Information on committees and other groups engaged in determining equality and diversity policies	Available online:
		• Section 3.1 of Court Members' Handbook - **http://www.st-andrews.ac.uk/media/court-office/documents/CourtHandbookDec12.pdf**
		  o Remits and Membership;
		  o Remuneration & Human Resources Committee.		

8.13 Support for Disabled People

Introduction

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

Category Name	Category Description	Format of Information	Fee	Withheld information
Disability policies	Policies, procedures and guidelines relating to support for disabled people	Available online: • Disability Equality policy - **http://www.st-andrews.ac.uk/staff/policy/hr/disabilityequalitypolicy/** • Disability Equality Scheme - **http://www.st-andrews.ac.uk/students/rules/disabilities/disabilityequalityscheme/** • Guidance on disability for staff - **http://www.st-andrews.ac.uk/hr/edi/disability/** • Disability support for students - **http://www.st-andrews.ac.uk/students/advice/disabilities/** • Equality and Diversity Inclusion policy - **http://www.st-andrews.ac.uk/staff/policy/hr/equalitydiversityinclusion/** See Section 8.12 to access all Equality and Diversity policies.		
Support structures	A description of the institution's support structures for disability issues	Available online: • Details about the University's Advice and Support Centre - **https://www.st-andrews.ac.uk/students/advice/** • Advice and support on disabilities available for students - **https://www.st-andrews.ac.uk/students/advice/disabilities/** • Support and advice for staff - **https://www.st-andrews.ac.uk/hr/supportandadvice/** • Physical Access Guide - **http://www.st-andrews.ac.uk/hr/edi/disability/access/**		
Accessibility of buildings and services	Information about accessibility of each of the institution's main buildings and services	Available online: • Physical Access Guide - **http://www.st-andrews.ac.uk/hr/edi/disability/access/** • Building access guide - **http://www.st-andrews.ac.uk/students/advice/**		

		Detailed information on access to specific buildings - **http://www.disabledgo.com/en/org-results/university-of-st-andrews/uni-view-all-venues**		
Contacts	Details of how to get information about support for disabled people	Available online: • Contact details for the Advice & Support Centre and supporting guidance - **http://www.st-andrews.ac.uk/students/advice/** • Contact details of the Equality and Diversity officer and latest guidance - **http://www.st-andrews.ac.uk/hr/edi/disability/**		
Strategies	The institution's strategies for improving support for disabled people, and mechanisms for monitoring these	Available online: • Equality Statement - **http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies/equalitypolicy/** • Equality and Diversity Inclusion, Disability - **http://www.st-andrews.ac.uk/hr/edi/disability/** • Monitoring Diversity - **http://www.st-andrews.ac.uk/hr/edi/monitoring/**		
Statistics	Summary statistics on support for disability within the institution.	Available online: • Equality Mainstreaming Report - **http://www.st-andrews.ac.uk/hr/edi/equalityschemeandpolicies/reports/**		

8.14   Student Administration & Support

Introduction

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

Category Name	Category Description	Format of information	Fee	Withheld information
Course information	Degree programmes offered by the institution	Available online: • Undergraduate Prospectus - **http://www.st-andrews.ac.uk/admissions/ug/** • Postgraduate Prospectus - **http://www.st-andrews.ac.uk/admissions/pg/** • Course Catalogue - **http://www.st-andrews.ac.uk/coursecatalogue/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Recruitment and admissions	The institution's admissions procedures and policies	Available online: • Admissions and Student Recruitment team - **http://www.st-andrews.ac.uk/administration/admissions/** • Postgraduate Admissions Policy for Taught and Research Students - **http://www.st-andrews.ac.uk/admissions/pg/postgraduateadmissionspolicy/** Undergraduate Students • Admissions Policy - **http://www.st-andrews.ac.uk/admissions/ug/undergraduateadmissionspolicy/** • How to obtain a prospectus - **http://www.st-andrews.ac.uk/admissions/ug/prospectus/** • Visiting days - **http://www.st-andrews.ac.uk/admissions/ug/visiting/** • Overview of UCAS application process - **http://www.st-andrews.ac.uk/admissions/ug/apply/** • Entrance qualifications - **http://www.st-andrews.ac.uk/admissions/ug/entryrequirements/** Postgraduate Students • Taught postgraduate programmes policies, Section 12.1.2, Admissions - **http://www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/taught/** • Research postgraduate programmes policy, Section 12.2.2, Admissions - **http://www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/research/** • How to obtain a prospectus - **http://www.st-andrews.ac.uk/admissions/pg/prospectus/** • Visiting days - **http://www.st-andrews.ac.uk/admissions/pg/visiting/** • Application process - **http://www.st-andrews.ac.uk/admissions/pg/apply/** Entry requirements - **http://www.st-andrews.ac.uk/admissions/pg/apply/entryrequirements/** **http://www.st-andrews.ac.uk/admissions/ug/entryrequirements/**		

Category Name	Category Description	Format of information	Fee	Withheld information

Fees and charges	Tuition fees and other charges to students	Available online:
		• Tuition fees for Undergraduate and Postgraduate students - **http://www.st-andrews.ac.uk/students/money/tuitionfees/**
		• Tuition fees table - **http://www.st-andrews.ac.uk/students/money/tuitionfees/feestable/**
		• Tuition fee liability policy for undergraduates - **http://www.st-andrews.ac.uk/students/rules/withdrawing/undergraduate/**
		• Payment deadlines - **http://www.st-andrews.ac.uk/students/money/tuitionfees/paymentdeadlines/**
		• How to pay your fees - **http://www.st-andrews.ac.uk/students/money/tuitionfees/howareyoupaying/**
		• Fee status and how to request a review
		   o Undergraduate students - **http://www.st-andrews.ac.uk/admissions/ug/feesandfunding/feestatus/**
		   o Postgraduate students - **http://www.st-andrews.ac.uk/admissions/pg/financialinformation/feestatus/**		

Scholarships and bursaries	Scholarships and bursaries available to students	Available online: • Postgraduate scholarships - **http://www.st-andrews.ac.uk/admissions/pg/financialinformation/pgscholarships/** • Undergraduate scholarships - **http://www.st-andrews.ac.uk/admissions/ug/feesandfunding/scholarships/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Registration	The institution's arrangements for registering students	Available online: • Brief description of matriculation process for Undergraduate students - **http://www.st-andrews.ac.uk/students/academic/advising/matriculation/** • Matriculation information for Postgraduate students - **http://www.st-andrews.ac.uk/newpgstudents/** • Failure to register policy for Undergraduate and Taught Postgraduate students - **http://www.st-andrews.ac.uk/students/rules/matriculation/failuretoregisterpolicy-ugandpgt/** • Failure to register policy for Postgraduate Research students - **http://www.st-andrews.ac.uk/pgstudents/rules/matriculation/failuretoregisterpolicy-pgr/**		
Induction	The institution's student induction arrangements	Available online: • Information for new Undergraduate students - **https://www.st-andrews.ac.uk/newstudents/** • Orientation week - **https://www.st-andrews.ac.uk/orientation/** • Information for new postgraduate students - **https://www.st-andrews.ac.uk/newpgstudents/**		
Examinations	Arrangements for examinations	Available online: • Examination information - **http://www.st-andrews.ac.uk/students/academic/examinations/** • Examination rules for candidates - **http://www.st-andrews.ac.uk/students/academic/examinations/rules/** • Examination timetable - **http://portal.st-andrews.ac.uk/exam-timetable/** • Policy on Student Academic Appeals and Academic Complaints - **http://www.st-andrews.ac.uk/students/rules/appeals/policy/** • Process of assessment and role of external examiners - **http://www.st-andrews.ac.uk/staff/policy/tlac/examinations/procedures/process/** • External examiners - **http://www.st-andrews.ac.uk/staff/policy/tlac/externalexaminers/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Progression	Regulations governing student progression	Available online: • Student Handbook - **http://www.st-andrews.ac.uk/studenthandbook/** • Attendance and progression - **http://www.st-andrews.ac.uk/studenthandbook/attendance/** • Academic alerts - **http://www.st-andrews.ac.uk/studenthandbook/attendance/academicalert/** • Degree regulations - **http://www.st-andrews.ac.uk/studenthandbook/regulations/degree/**		
Learning support provision	Description and availability of the academic and non-academic learning support provision offered by the institution.	Available online: • Learning: Support Services for Students - **http://www.st-andrews.ac.uk/tlahandbook/tla6/** • Advice and Support offered by Student Services - **http://www.st-andrews.ac.uk/students/advice/** • Centre for Academic, Professional and Organisational Development - **http://www.st-andrews.ac.uk/capod/** • In-sessional English Language Service - **http://www.st-andrews.ac.uk/elt/support/** • English Language Teaching (ELT) - **http://www.st-andrews.ac.uk/elt/** • ELT Short courses and summer schools - **http://www.st-andrews.ac.uk/elt/shortcourses/**		
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups	Available online: • Student representation - **http://www.st-andrews.ac.uk/studentexperience/voice/representation/** • Student Staff Consultative Committees - **http://www.st-andrews.ac.uk/staff/policy/tlac/studentrepresentation/consultativecommittee/** • Role and Remit of School Presidents - **http://www.st-andrews.ac.uk/staff/policy/tlac/studentrepresentation/schoolpresidents/** • Electing Class Representatives: best practice - **http://www.st-andrews.ac.uk/staff/policy/tlac/studentrepresentation/classrepresentatives/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Student records	The institution's policies on the collection, maintenance and use of personal information about students	Available online: • Data Protection Code: Collection and use of student personal and sensitive personal data - **http://www.st-andrews.ac.uk/media/data-protection/documents/university-data-protection-code.pdf** • Student data collection notice - **http://www.st-andrews.ac.uk/students/rules/dataprotection/studentcollectionnotice/** • The student core record - **http://www.st-andrews.ac.uk/students/rules/dataprotection/studentcorerecord/** • Requests for personal data by the Police or a similar third party for the purposes of the prevention or detection of crime or taxation purposes - **http://www.st-andrews.ac.uk/students/rules/dataprotection/requests/** • Student Record Retention Schedule - **http://www.st-andrews.ac.uk/media/business-improvements/recordsmanagement/documents/RetentionScheduleV1.1%282011_Mar%29.pdf**		
Student discipline	The institution's policies and procedures for disciplinary proceedings against students	Available online at - **http://www.st-andrews.ac.uk/students/rules/appeals/** : • Policy on student academic appeals and complaints • Non-academic complaints and non-academic appeals • Non-academic misconduct policy (students) • Reporting discipline - **http://www.st-andrews.ac.uk/students/rules/conductdiscipline/reporting/**		

Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	Available online: Underline Undergraduate students • Undergraduate accommodation - **http://www.st-andrews.ac.uk/accommodation/ug/** • Residences - **http://www.st-andrews.ac.uk/accommodation/ug/residences/** • Residence comparison - **http://www.st-andrews.ac.uk/accommodation/ug/residences/comparison/** • Residence fees - **http://www.st-andrews.ac.uk/accommodation/ug/ugfees2013/** • How and when to apply for accommodation - **http://www.st-andrews.ac.uk/accommodation/ug/prospective/howtoapply/** • Information for current students and residents - **http://www.st-andrews.ac.uk/accommodation/ug/current/** Postgraduate students • Postgraduate accommodation - **http://www.st-andrews.ac.uk/accommodation/pg/** • Residences - **http://www.st-andrews.ac.uk/accommodation/pg/residences/** • Residence comparison - **http://www.st-andrews.ac.uk/accommodation/pg/residences/comparison/** • Residence fees - **http://www.st-andrews.ac.uk/accommodation/pg/pgfees2013/** • How to apply for accommodation - **http://www.st-andrews.ac.uk/accommodation/pg/prospective/howtoapply/** • Information for residents - **http://www.st-andrews.ac.uk/accommodation/pg/current/** General Information: • Resident's Guide - **http://www.st-andrews.ac.uk/accommodation/arrivals/** • Private property letting - **http://www.st-andrews.ac.uk/accommodation/private/** • Holiday accommodation - **https://www.st-andrews.ac.uk/resbus/bnb/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Graduation arrangements	Information about awards ceremonies	Available online: • Details available on graduation web page - **http://www.st-andrews.ac.uk/graduation/** • Gowns, photography, DVDs and merchandise - **http://www.st-andrews.ac.uk/graduation/services/** • How to apply for graduation - **http://www.st-andrews.ac.uk/graduation/apply/**		
Student complaints	Procedures for dealing with student complaints about the institution	Available online: • Student appeals, complaints and discipline - **http://www.st-andrews.ac.uk/tlahandbook/tla11/** • Relevant policies - **http://www.st-andrews.ac.uk/students/rules/appeals/**		
Student facilities	Description of the academic, leisure and other facilities and services available exclusively to students	Available online: • Academic resources, information and advice offered - **http://www.st-andrews.ac.uk/studentexperience/makingthemostofit/academic/** • Facilities for commuting students - **http://www.st-andrews.ac.uk/studentexperience/about/what/commuter/** • Advice and support - **http://www.st-andrews.ac.uk/students/advice/** • Student counselling service - **http://www.st-andrews.ac.uk/studentservices/counselling/** • Chaplaincy support , befriending and advice - **http://www.st-andrews.ac.uk/chaplaincy/support/** • Discretionary funds and how to apply - **http://www.st-andrews.ac.uk/students/money/financialsupport/discretionaryfund/** • Legal Clinic - **http://www.st-andrews.ac.uk/students/advice/legalclinic/** • Careers Centre - **http://www.st-andrews.ac.uk/administration/careerscentre/** • Childcare - **http://www.st-andrews.ac.uk/students/advice/family/childcare/** • Nightline - **http://www.st-andrews.ac.uk/students/advice/nightline/** • Study support - **http://www.st-andrews.ac.uk/students/academic/advice/studysupport/**		

Category Name	Category Description	Format of information	Fee	Withheld information

Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	Available online:
		• Structure and Governance arrangements of the Student's Association - **http://www.st-andrews.ac.uk/about/governance/**
		• Court Members' Handbook - **http://www.st-andrews.ac.uk/media/court-office/documents/CourtHandbookDec12.pdf** . See:
		   ○ Section 2.4.2 for information relating to the University's key relationship with the Students' Association and the Athletic Union.
		   ○ Section 1.1 for Students' Association representation on University Court.
		• Information about the University of St Andrews Students' Association and how it operates - **http://www.yourunion.net/people/content/182005/_union_leadership_/**
		• Student's Association Constitution - **http://www.yourunion.net/people/content/573843/constitution__laws/**		

Students Union/ Association[1]	Information on the operation and activities of the Students Union/Association	Available online: • Students' Association Constitution & Laws - **http://www.yourunion.net/people/content/573843/constitution__laws/** • Contact details - **http://www.yourunion.net/people/content/184435/contact_us/** • How the Student's Association operates - **http://www.yourunion.net/people/content/182005/_union_leadership_/**		

8.15   Teaching Quality

Introduction

This category contains information regarding the management of teaching quality in the institution including mechanisms for reviewing and ensuring the quality of teaching provided.[2]

Category name	Category Description	Format of information	Fee	Withheld information
Programme approval	Programme approval and monitoring arrangements	Available online: • Teaching, learning and assessment policies relating to module and programme approval - **http://www.st-andrews.ac.uk/staff/policy/tlac/moduleapproval/**		
Assessment	Assessment procedures and summaries of reviews of their effectiveness	Available online: • Examinations and assessment policies and procedures - **http://www.st-andrews.ac.uk/staff/policy/tlac/examinations/** • Feedback to students on work submitted for assessment - **http://www.st-andrews.ac.uk/staff/policy/tlac/studentfeedback/feedback/** • Teaching, Learning and Assessment Committee - **http://www.st-andrews.ac.uk/staff/policy/committees/**		
Student satisfaction	Summary results of any institutional mechanisms for measuring student satisfaction with their HE experience	Available online: • Student surveys - **http://www.st-andrews.ac.uk/studentexperience/voice/studentsurveys/** • Student feedback - **http://www.st-andrews.ac.uk/studentexperience/voice/feedback/** • Student accommodation survey feedback - **http://www.st-andrews.ac.uk/accommodation/ug/current/feedback/** • Comments and suggestions on library service - **http://www.st-andrews.ac.uk/library/contact/comments/**		
Institutional internal reviews	Summary of the findings of the institution's own internal reviews of quality and standards	The University does not currently hold a summary or publish this information.		

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

Category name	Category Description	Format of information	Fee	Withheld information
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.	Available online: • School of Management, CEEMAN International Quality Accreditation - **http://www.st-andrews.ac.uk/management/news/newsitems/schoolawardedceemanaccreditation/** For further information please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		
Validation	A description of courses where the institution acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	The University does not currently hold or publish this information.		
Assessments of the institution's provision by the QAA	QAA[3] reports	Available online: • Institution review and access to QAA reports - **http://www.st-andrews.ac.uk/tlahandbook/tla5/tla53/**		

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[3] QAA: Quality Assurance Agency

8.16   Information Services

Introduction

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

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

Category Name	Category Description	Format of information	Fee	Withheld information
Library facilities	Availability and conditions of use of library facilities	Available online: • Opening times of all libraries - **http://www.st-andrews.ac.uk/library/** • Services offered by the library - **http://www.st-andrews.ac.uk/library/services/** • Resources and access arrangements - **http://www.st-andrews.ac.uk/library/resources/** • Catalogues, reading lists and guidance on how to find information - **http://www.st-andrews.ac.uk/library/information/** • Library regulations - **http://www.st-andrews.ac.uk/library/regulations/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Computing facilities	Availability and conditions of use of computing facilities	Available online: • Computer and IT support available to students and staff - **http://www.st-andrews.ac.uk/itsupport/** • Computer classrooms and other open access computer clusters - **http://www.st-andrews.ac.uk/itsupport/help/classrooms/** • Policy and governance arrangements pertaining to computer and IT facilities - **http://www.st-andrews.ac.uk/staff/policy/computer/** • Regulations governing the use of University information and communications technology facilities - **http://www.st-andrews.ac.uk/media/it-services/policies-and-procedures/documents/regulations-acceptable-use-ict.pdf**		
Other information facilities	Availability and conditions of use of facilities	Available online: • IT Service Desk - **http://www.st-andrews.ac.uk/itsupport/help/itservicedesk/** • The PC Clinic - **http://www.st-andrews.ac.uk/itsupport/pcclinic/**		
Major strategy documents	High-level aims and strategies of information services units	Available online: • Information & Communication Technology Strategy 2012/15 - **http://www.st-andrews.ac.uk/media/it-services/documents/ict-strategy.pdf** • Library mission statement - **http://www.st-andrews.ac.uk/library/resources/** • Library Collections Policy - **http://www.st-andrews.ac.uk/library/resources/collections/collectionspolicy/** • Museum Collections Unit - Strategic and Operational Plan - **http://www.st-andrews.ac.uk/museumcollections/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Collections	Scope of major collections held by the institution	Guides and catalogues to the University's collections along with details of the access arrangements and any charges applicable are available online: • Special Collections - **https://www.st-andrews.ac.uk/library/specialcollections/** • Muniments and archives - **https://www.st-andrews.ac.uk/library/specialcollections/muniments/** • Museum Collections Unit - **https://www.st-andrews.ac.uk/museum/collections/** • Library catalogues - **https://www.st-andrews.ac.uk/library/information/catalogues/** • Photographic Collection - **http://www.st-andrews.ac.uk/library/specialcollections/photographic/imu.php?request=home** • Fee structure for the provision of copies or photographs from the University's collections - **http://www.st-andrews.ac.uk/library/specialcollections/commercialactivities/** • For fees relevant to Museum collections contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**	As stated in relevant price lists.	Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above
Collection strategy	Collection management and preservation strategies	Available online: • Library Collections Policy - **http://www.st-andrews.ac.uk/library/resources/collections/collectionspolicy/** • Museum Collections Development Policy - **http://www.st-andrews.ac.uk/museum/about/policies/**		

Category Name	Category Description	Format of information	Fee	Withheld information
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.	The archives of the University and its constituent colleges are held within the manuscripts department. The following information is available online: • Details of the Muniments collection - **http://www.st-andrews.ac.uk/library/specialcollections/muniments/** • Access arrangements to the Muniments Collection - **http://www.st-andrews.ac.uk/library/specialcollections/muniments/access/** • Details of manuscripts held within the collection and access arrangements - **http://www.st-andrews.ac.uk/library/specialcollections/manuscripts/** • Charges for copying of books and manuscripts - **http://www.st-andrews.ac.uk/library/specialcollections/commercialactivities/copying/**	As stated in relevant price lists	Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above
Other archive facilities and special collections	Description of the institution's archive facilities and special collections	Details of the following collections available online: • Special collections - **http://www.st-andrews.ac.uk/library/specialcollections/** • Rare books - **http://www.st-andrews.ac.uk/library/specialcollections/rarebooks/** • Charges for copying of books and manuscripts - **http://www.st-andrews.ac.uk/library/specialcollections/commercialactivities/copying/**		Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above

8.17 External and Community Relations

Introduction

This category covers information relating to the institution's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature, most institutions will probably find that the majority of these categories are already made available to the public by some means.

Category Name	Category Description	Format of information	Fee	Withheld information
Alumni	Arrangements for keeping in touch with former staff and students	Available online: • Alumni relations - **http://www.st-andrews.ac.uk/alumni/relations/** • Services for alumni - **http://www.st-andrews.ac.uk/alumni/relations/services/** • Alumnus Chronicle - **http://www.st-andrews.ac.uk/alumni/relations/stayconnected/publications/alumnuschronicle/** • Alumni data and how it is managed - **https://sparc.st-andrews.ac.uk/giving/your-data**		
Community Relations	Description of the facilities and services available to the local community	Available online: • Library - **http://www.st-andrews.ac.uk/library/** • Special Collections - **http://www.st-andrews.ac.uk/library/specialcollections/** • University Chapels - **http://www.st-andrews.ac.uk/about/universitychapels/** • Museums and Collections- **http://www.st-andrews.ac.uk/museum/** • The University Sports Centre - **http://www.st-andrews.ac.uk/sport/aboutus/**		

Category Name	Category Description	Format of information	Fee	Withheld information
Development activities	Promotional material relating to institutional fundraising objectives	Development at the University of St Andrews exists to develop and strengthen the University's position at the forefront of teaching, learning and research by inspiring active participation, investment and loyalty to St Andrews. Details of how to make a gift, legacy bequests and current projects are available online: • The 600th Anniversary campaign aims - **http://www.st-andrews.ac.uk/600/campaign/** • Quick Guide to the 600th Anniversary - **http://www.st-andrews.ac.uk/media/600th-old/documents/quick-guide-to-600th.pdf** • Giving to St Andrews - **https://sparc.st-andrews.ac.uk/giving** • Information on making a gift - **https://sparc.st-andrews.ac.uk/giving**		
Public Relations	Information created specifically to publicise facilities and activities.	Available online: • About the University - **http://www.st-andrews.ac.uk/about/** • The University today - **http://www.st-andrews.ac.uk/about/theuniversitytoday/** • Current events - **http://www.st-andrews.ac.uk/events/** • The University in the news - **http://www.st-andrews.ac.uk/news/** • Alumnus Chronicle - **http://www.st-andrews.ac.uk/alumni/relations/stayconnected/publications/alumnuschronicle/** Commercial Publications made available for sale: • Details and cost of the University's Publications available for sale can be found at - **http://onlineshop.st-andrews.ac.uk/browse/department.asp?compid=1&modid=1&deptid=17** • Cards for sale featuring images from our collections are available - **http://www.st-andrews.ac.uk/library/specialcollections/commercialactivities/cardsforsale/**	As listed	

8.18 Government and Regulator Relations

Introduction

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

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

Category Name	Category Description	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	Available online: • Reports and Financial Statements of the University Court - **http://www.st-andrews.ac.uk/staff/money/financialstatements/** • Higher Education Statistics Agency statistics are available at: **http://www.hesa.ac.uk/content/view/1897/239/** • Scottish Funding Council statistics and reports are available at: **http://www.sfc.ac.uk/home/home.aspx** For further information contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		

Category Name	Category Description	Format of information	Fee	Withheld information
Other statutory reports	Information which the University is legally required to publish	Not currently available online - please contact: FOI Officer University of St Andrews Butts Wynd Building St Andrews KY16 9AL Tel No. 01334 462776 Email: **foi@st-andrews.ac.uk**		
Information on student admission, progression and completion	Statistical information on these matters which the institution is required by the Funding Council to publish	Available online: • Online tool to access statistics relating to the destination of students - **http://www.st-andrews.ac.uk/careers/students/destinations/**		