

Freedom of Information Publication Scheme: Guide to Information

This Guide describes the information which the College publishes in accordance with the [Model Publication Scheme](#) and associated [Definition Document for Universities](#) issued by the Information Commissioner. It was last updated in June 2019.

The Guide lists the classes of information which we publish and the formats in which they are published. Information which is published on the College's website is available on the website free of charge. Charges may apply where information is provided in other formats, such as in hard copy. For further information on charges, see the College's Publication Scheme web page.

This Guide is structured into the following sections, reflecting the ICO's Model Publication Scheme:

1. [Who we are and what we do](#)
2. [What we spend and how we spend it](#)
3. [What our priorities are and how we are doing](#)
4. [How we make decisions](#)
5. [Our policies and procedures](#)
6. [Lists and registers](#)
7. [The services we offer](#)

Any enquiries or requests relating to the Publication Scheme should be sent to the Information Compliance team at the following address:

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1. Who we are and what we do

Organisational information, structures, locations and contacts.

Description of information	Format
<p>Legal framework</p> <p>(Information relating to the legal and corporate status of the institution).</p>	
Governance	Webpage – http://www.kcl.ac.uk/aboutkings/governance/index.aspx
King’s College London Charter and Statutes	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/governancelegal/charter-and-statutes
King’s College London Ordinances	Webpage linking to Pdf document – https://www.kcl.ac.uk/governancezone/governancelegal/college-ordinances
King’s College London Regulations	Webpage linking to Pdf documents – http://www.kcl.ac.uk/aboutkings/governance/regulations/index.aspx
King’s as a Charity	Webpage - http://www.kcl.ac.uk/aboutkings/quality/charity.aspx
<p>How the institution is organised</p> <p>Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided. It should include faculty and department structures and identify senior personnel.</p>	
College Council	Webpage - http://www.kcl.ac.uk/aboutkings/governance/council/index.aspx
<p>Academic Board</p> <p>Terms of reference, membership and standing orders for the Academic Board and its substructure</p>	<p>Webpage - http://www.kcl.ac.uk/aboutkings/governance/committees/acboard/index.aspx</p> <p>Pdf document - https://www.kcl.ac.uk/aboutkings/governance/committees/acboard/academic-board-tor-membership-2018-2019.pdf</p>
Committees – terms of reference and membership	Webpage - http://www.kcl.ac.uk/aboutkings/governance/committees/index.aspx
Organisational Structure	Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/index.aspx
Principal's Central Team	Webpage - https://www.kcl.ac.uk/aboutkings/principal/seniorofficers/index
The Principal	Webpage - http://www.kcl.ac.uk/aboutkings/principal/index.aspx
The Dean	Webpage - http://www.kcl.ac.uk/aboutkings/principal/dean/thedean/index.aspx

Description of information	Format
A-Z of Academic Departments	Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/academic/index.aspx
A-Z of Central Departments	Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/central/index.aspx
Location and contact details	
Contact Us	Webpage - http://www.kcl.ac.uk/Contactus.aspx
Maps and Addresses	Webpage - http://www.kcl.ac.uk/campuslife/campuses/index.aspx
Lists of and information relating to organisations which the university has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it	
Worldwide Partnerships	Webpage - https://www.kcl.ac.uk/aboutkings/worldwide/partners/worldwidepartnerships
King's Health Partners	Webpage - http://www.kingshealthpartners.org/
King's College London Students' Union	Webpage - http://www.kclsu.org/
Subsidiary companies	<p>The College's Financial Statements provide details of wholly owned subsidiary companies whose accounts are consolidated into the Financial Statements –</p> <p>http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index</p>
Student Activities	
<p>Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the University.</p>	
King's College London Student Union	Webpage - http://www.kclsu.org/
Clubs and Societies	Webpage - http://www.kcl.ac.uk/campuslife/student/clubs.aspx
Sport and Fitness	Webpage - http://www.kcl.ac.uk/campuslife/sport/index.aspx
What's On	Webpage - http://www.kcl.ac.uk/campuslife/student/events.aspx
Code of Practice	<p>Code of Practice on how the College discharges its responsibilities towards students unions under s.22 of the Education Act 1994. The Code of Practice is available on the College's Policy Zone at</p> <p>https://www.kcl.ac.uk/governancezone/students/kclsu-education-act-1994</p>

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit, for the current year and the previous two financial years.

Description of information	Format
<p>Funding/Income</p> <p>Information on the sources of funding and income, such as Funding Council grants, tuition fees, endowment, rents and investment income (including investment strategy).</p>	
Financial Statements	<p>The College's financial statements record income from Funding Council grants, research council grants, tuition fees, investments and endowments and other sources.</p> <p>Webpage linking to Pdfs - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index</p>
Research Council Grants	<p>Details of individual research council grants awarded to researchers at King's can be searched via individual Research Councils' Webpages:</p> <ul style="list-style-type: none"> • Arts and Humanities Research Council (external webpage) - https://ahrc.ukri.org/research/searchourgrantsandawards/ • Biotechnology and Biological Sciences Research Council (external webpage) - https://bbsrc.ukri.org/research/grants-search/ • Economic and Social Research Council (external webpage) - https://esrc.ukri.org/research/our-research/ • Engineering and Physical Sciences Research Council (external webpage) - http://gow.epsrc.ac.uk/ • Medical Research Council (external webpage) - https://mrc.ukri.org/research/funded-research/ • Natural Environment Research Council (external webpage) - http://gotw.nerc.ac.uk/goti.asp?c=1 • Science and Technology Facilities Council (external webpage) - http://www.stfc.ac.uk/gow/
Investment Strategy	<ul style="list-style-type: none"> • Investment Subcommittee terms of reference Pdf) - https://www.kcl.ac.uk/aboutkings/governance/committees/finance/isc-membership-and-tor-2018-19.pdf • Ethical Investment Policy Statement (webpage linking to Pdf) • https://www.kcl.ac.uk/governancezone/Finance/Ethical-Investment • Operating and Financial Review in the College's annual Financial Statements (webpage linking to Pdf documents) - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index
Fees and funding for undergraduate students	<p>Webpage - https://www.kcl.ac.uk/study/undergraduate/fees-and-funding</p>

Description of information	Format
Fees and funding for postgraduate students	Webpage - https://www.kcl.ac.uk/study/postgraduate/fees-and-funding
Student Funding A-Z	Webpage - http://www.kcl.ac.uk/campuslife/services/stufund/index.aspx
Fees and funding for undergraduate students FAQs	Webpage - https://www.kcl.ac.uk/study/undergraduate/fees-and-funding/faqs
Financial statements, budgets and variance reports	
Annual Statement of Accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another, including revenue budgets and budgets for capital expenditure. Details of expenditure over £25,000, including cost, supplier and transaction information.	
Financial Statements	Webpage linking to Pdf documents - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index
Profile	Pdf document - http://www.kcl.ac.uk/aboutkings/facts/profile.aspx
Financial Audit Reports	
Independent auditors' reports to the College Council	Included in the annual Financial Statements (Webpage linking to Pdfs) - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index
Capital Programme	
Information on major plans for capital expenditure including any public private partnership contracts.	
Strategic Vision 2029	https://www.kcl.ac.uk/aboutkings/strategy/Kings-strategic-vision-2029.pdf
Strategic Vision 2029	Webpage linking to Pdf document – https://www.kcl.ac.uk/aboutkings/strategy/index.aspx
Capital investment programme	Operating and Financial Review in the College's annual Financial Statements (webpage linking to Pdf documents) - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index
Financial Regulations and Procedures	
Financial Regulations	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/finance/financial-regulations
Financial Procedures	Available on request from the Information Compliance Team subject to terms and condition of Freedom of information Act 2000.

Description of information	Format
<p>Staff Allowances and Expenses</p> <p>Details of expenses that can be claimed or incurred by senior staff.</p>	
Staff Expenses	Available on request from the Information Compliance Team subject to terms and condition of Freedom of information Act 2000.
<p>Staff Pay and Grading Structures</p> <p>This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.</p>	
Pay Scales	<p>Details of the Principal's Remuneration and the number of staff paid over £100k in bands can be found in our Financial Statements:</p> <p>Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index</p> <p>Additional information available on request from the Information Compliance Team subject to terms and condition of Freedom of information Act 2000.</p>
<p>Register of Suppliers</p>	
Preferred Suppliers	Information may be requested from the Information Compliance Team, and may be released subject to relevant exemptions such as commercial interests.
<p>Procurement and tender procedures and reports</p> <p>Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.</p>	
Purchasing Policy and Guidance	Available on request from the Information Compliance Team subject to terms and condition of Freedom of information Act 2000.
Terms and Conditions of Trading	<p>Webpage - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/procurement/assets/general-terms-and-conditions-of-trading-2019-2019-02-25.pdf</p> <p>/kingstandc.pdf</p>
Information for Suppliers	<p>Webpage - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/procurement/suppliers/index</p>
Current opportunities - KCL E-tendering Website	<p>Webpage - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/procurement/suppliers/etender</p>

Description of information	Format
<p>Contracts</p> <p>Details of contracts that exceed £25,000 which have gone through a formal tendering process.</p>	
Contracts over the OJEU threshold	Tenders Electronic Daily (external webpage) - http://ted.europa.eu/TED/main/HomePage.do
<p>Research Funding</p> <p>High level information about research funding from public sector sources and research funding from commercial sources where appropriate.</p>	
Financial Statements	<p>The College's Financial Statements record income from Funding Council grants, research council grants, tuition fees, investments and endowments and other sources.</p> <p>Webpage linking to Pdf documents - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index</p>
Research Council Grants	<p>Details of individual research council grants awarded to researchers at King's can be searched via individual Research Councils' Webpages:</p> <ul style="list-style-type: none"> • Arts and Humanities Research Council (external webpage) - https://ahrc.ukri.org/research/searchourgrantsandawards/ • Biotechnology and Biological Sciences Research Council (external webpage) - https://bbsrc.ukri.org/research/grants-search/ • Economic and Social Research Council (external webpage) - https://esrc.ukri.org/research/our-research/ • Engineering and Physical Sciences Research Council (external webpage) - http://gow.epsrc.ac.uk/ • Medical Research Council (external webpage) - https://mrc.ukri.org/research/funded-research/ • Natural Environment Research Council (external webpage) - http://gotw.nerc.ac.uk/goti.asp?c=1 • Science and Technology Facilities Council (external webpage) - http://www.stfc.ac.uk/gow/
Research Grants and Contracts	Webpage - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/rmid/central-research-office
Research funding for postgraduate students	Webpage - https://www.kcl.ac.uk/study/postgraduate/fees-and-funding/student-funding/postgraduate-research-funding

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews, for the current year and at least the three previous years.

Description of information	Format
Corporate and Business Plans	
Strategic Vision 2029	https://www.kcl.ac.uk/aboutkings/strategy/Kings-strategic-vision-2029.pdf
Strategic Vision 2029	Webpage linking to Pdf document – https://www.kcl.ac.uk/aboutkings/strategy/index.aspx
Teaching and Learning Strategy	
Education Strategy 2017 to 2022	Webpage linking to Pdf document https://www.kcl.ac.uk/governancezone/Teaching/Education-Strategy-2017-2022
Academic Quality and Standards Information on the University's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.	
Quality and Academic Support	Webpage - http://www.kcl.ac.uk/aboutkings/quality/academic/index.aspx
Collaborative Provision	Webpage - https://www.kcl.ac.uk/aboutkings/quality/academic/collaborative-provision/collabprov
Assessment Framework	Webpage - http://www.kcl.ac.uk/aboutkings/quality/academic/assessment/index.aspx
External Examiners at King's	Webpage - http://www.kcl.ac.uk/aboutkings/quality/academic/external/index.aspx
Programme and Module Approval, Monitoring and Review	Webpage - https://www.kcl.ac.uk/aboutkings/quality/academic/prog/approvalandmod/index
Procedures for Programme and Module Approval, Monitoring and Review	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/Teaching/Programme-Approval
Quality Assurance Agency	Results of institutional audits and major reviews of health care programmes (external webpage) https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/King-s-College-London#

Description of information	Format
National Student Survey	Webpage - http://www.kcl.ac.uk/aboutkings/quality/academic/surveys/nss.aspx NSS results are available on the Unistats website (external webpage) - http://unistats.direct.gov.uk/
Data Protection Impact Assessments	
	Available on request from the Information Compliance Team subject to terms and condition of Freedom of information Act 2000
External and internal audit; review Information This will include information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.	
Quality and Academic Support	Webpage – http://www.kcl.ac.uk/aboutkings/quality/academic/index.aspx
Programme and Module Approval, Monitoring and Review	Webpage - https://www.kcl.ac.uk/aboutkings/quality/academic/prog/approvalandmod/index
Procedures for Programme and Module Approval, Monitoring and Review	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/Teaching/Programme-Approval
External Examiners at King's	Webpage - http://www.kcl.ac.uk/aboutkings/quality/academic/external/index.aspx
Corporate Relations Information relating to the College's links with employers and sponsors, in both the public and private sectors and the development of learning programmes.	
Careers Service	Information for employers (webpage) – http://www.kcl.ac.uk/campuslife/services/careers/employers/index.aspx Information about employers for students (Webpage) – https://www.kcl.ac.uk/campuslife/services/careers/current-students/index
Study Abroad and Internships	Webpage - http://www.kcl.ac.uk/study/abroad/index.aspx
Government and Regulatory Reports For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.	

Description of information	Format
Quality Assurance Agency	Results of institutional audits and major reviews of health care programmes (external webpage) – https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/King-s-College-London#
Higher Education Statistics Agency	Statistical information provided to HESA including performance indicators (external webpage) – http://www.hesa.ac.uk/
GMC	Medical school reports (external webpage) – https://www.gmc-uk.org/education/reports-and-reviews/medical-school-reports
OFSTED	Inspection reports by Ofsted (external webpage) – http://www.ofsted.gov.uk/inspection-reports/find-inspection-report
Nursing and Midwifery Council	Results of annual monitoring (external webpage) - https://www.nmc.org.uk/education/quality-assurance-of-education/how-we-monitor-education-institutions/education/Reviewing-and-monitoring/
General Dental Council	Inspection reports (external webpage) – https://www.gdc-uk.org/professionals/education/recent-inspections
The College's Compliance with its duties under the Equality Act 2010	
	Equality Policies and Statements: https://www.kcl.ac.uk/hr/diversity/di-at-kings/policies
	Equality Act Annual Interim Report January 2018: https://www.kcl.ac.uk/hr/diversity/di-at-kings/annual-report

4. How we make decisions

Decision making processes and records of decisions, for the current and previous three years.

Description of information	Format
<p>Agendas, officers' reports, background papers and minutes from governing body, Council / Senate, academic boards, steering groups and committees</p>	
<p>College Council agendas and minutes</p>	<p>(Webpage linking to Pdf documents) – https://www.kcl.ac.uk/aboutkings/governance/council/council-mins</p>
<p>Academic Board agendas and minutes</p>	<p>(Webpage) – https://www.kcl.ac.uk/aboutkings/governance/committees/acboard/minutes</p>
<p>Teaching and learning committee minutes</p>	
<p>College Education Committee</p>	<p>Webpage – https://www.kcl.ac.uk/aboutkings/governance/committees/ab-sub-committees/cec/index</p> <p>College Education Committee minutes and agendas are available on request from the Information Compliance Team, subject to relevant exemptions such as commercial confidentiality or personal data.</p>
<p>School Education/Teaching Committees</p>	<p>School core governance functions (webpage linking to Pdf document) – https://www.kcl.ac.uk/governancezone/governancelegal/faculty-governance</p> <p>Minutes and agendas of School Education/Teaching Committees are available on request from the Information Compliance Team, subject to relevant exemptions such as commercial confidentiality or personal data.</p>
<p>Minutes of Staff / student consultation meetings</p>	<p>Available on request from the Information Compliance Team subject to terms and conditions of Freedom of Information Act 2000.</p>

Description of information	Format
Other committees	
Committee membership and terms of reference	<p>Webpage - http://www.kcl.ac.uk/aboutkings/governance/committees/index.aspx</p> <p>Minutes and agendas of other committees should be requested under the Freedom of Information Act and may be released subject to relevant exemptions such as commercial confidentiality or personal data. Contact the Information Compliance Team to request information.</p>
Appointment committees and procedures	
Nominations Committee	<p>Webpage - https://www.kcl.ac.uk/aboutkings/governance/committees/governance-and-nominations/gnc</p>
Recruitment and selection procedures, including guidelines on the composition of appointment panels	<p>Available on request from the Information Compliance Team subject to the terms of the Freedom of Information Act 2000.</p>

5. Our policies and procedures

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

Description of information	Format
<p>Policies and procedures for conducting university business</p> <p>Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included.</p>	
Governance Zone	<p>The College's central repository of policies and procedures.</p> <p>Webpage - https://www.kcl.ac.uk/governancezone/index</p>
Freedom of Information Policy	<p>Webpage linking to Pdf - https://www.kcl.ac.uk/governancezone/governancelegal/foi-policy</p>
Data Protection Policy	<p>Webpage linking to Pdf - https://www.kcl.ac.uk/governancezone/GovernanceLegal/Data-Protection-Policy</p>
<p>Procedures and policies relating to academic services</p> <p>Additional policies under this heading may include such matters as policies and procedures relating to honorary degrees, procedures for changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.</p>	
Governance Zone	<p>The College's central repository of policies and procedures.</p> <p>Webpage - https://www.kcl.ac.uk/governancezone/index</p>
Academic Regulations	<p>Webpage - http://www.kcl.ac.uk/aboutkings/governance/regulations/index.aspx</p>
Regulations Concerning Students	<p>Webpage - http://www.kcl.ac.uk/aboutkings/governance/regulations/students.aspx</p>
Policies and Processes on Student Assessments	<p>Webpage - https://www.kcl.ac.uk/aboutkings/quality/academic/assessment/marking</p>
Student appeal procedures	<p>Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/index.aspx</p>
Policies and procedures relating to honorary degrees	<p>Webpage - https://www.kcl.ac.uk/aboutkings/governance/committees/fhdc/hondegrees</p>
Quality and Academic Support	<p>Webpage - http://www.kcl.ac.uk/aboutkings/quality/academic/index.aspx</p>
Entry requirements for postgraduate students	<p>Advice for international students (webpage) – http://www.kcl.ac.uk/study/pg/international/index.aspx</p>

Description of information	Format
<p>Procedures and policies relating to student services</p> <p>Relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.</p>	
Student Services	Webpage - http://www.kcl.ac.uk/campuslife/services/index.aspx
Governance Zone	<p>The College's central repository of policies and procedures.</p> <p>Webpage - https://www.kcl.ac.uk/governancezone/index</p>
Regulations for Admission and Registration	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/governancelegal/regulations-academic</p>
Fair Admissions Policies	<p>https://www.kcl.ac.uk/study/assets/pdf/admissions/undergraduate-admissions-policy.pdf</p> <p>https://www.kcl.ac.uk/study/assets/pdf/admissions/postgraduate-admissions-policy.pdf</p>
Residence Regulations and appendices	https://www.kcl.ac.uk/study/assets/PDF/accommodation/2016-17-docs/201617-Residence-Agreement.pdf
Misconduct Regulations	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/Students/Misconduct-Regulations-Students</p>
Misconduct Regulations – Guidelines for Students	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/Students/Misconduct-Regulations-Students</p>
Academic Honesty and Integrity Statement	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/assessment/academic-honesty-integrity</p>
Student Complaints Procedure	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/complaints</p>
Student procedures on harassment, bullying and discrimination	<p>Webpages linking to Pdf documents – https://www.kcl.ac.uk/governancezone/Students/Bullying-and-Harassment-Guidance</p>
Accommodation	Webpage - https://www.kcl.ac.uk/study/accommodation
Management of student records (Student data collection notice)	<p>Pdf document - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/audit/compliance/data-protection/student-data-collection-notice</p>

Description of information	Format
<p>Procedures and policies relating to Human Resources</p> <p>This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).</p>	
Human Resources Regulations	Webpage - http://www.kcl.ac.uk/aboutkings/governance/regulations/hr.aspx
Governance Zone - Staff	Webpage linking to Pdf document – https://www.kcl.ac.uk/governancezone/staff/staff
Recognised trade unions	Webpage - http://www.kcl.ac.uk/unions
Grievance Regulations (academic staff)	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/staff/academic-staff-grievance-procedure</p> <p>For non-academic staff, the College uses the ACAS grievance procedure: (External webpage) http://www.acas.org.uk/?articleid=2174</p>
Disciplinary Regulations (academic staff)	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/Staff/Academic-Staff-Disciplinary-Procedures
Policy on Information Disclosure (Whistleblowing)	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/informationpolicies/information-disclosure-policy
HR A-Z policy index	<p>Other HR policies and procedures are available on request from the Legal Compliance team.</p> <p>Webpage - http://www.kcl.ac.uk/hr/az.aspx</p>
Staff development	Available on request from the Information Compliance Team subject to the terms of the Freedom of Information Act 2000.
<p>Pay Policy Statement</p>	
	Available on request from the Information Compliance Team subject to the terms and conditions of the Freedom of Information Act 2000.
<p>Procedures and policies relating to recruitment</p>	

Description of information	Format
Vacancies, information for prospective applicants	Webpage - http://www.kcl.ac.uk/hr/jobs/index.aspx
Recruitment and selection procedures	Available on request from the Information Compliance Team subject to the terms and conditions of the Freedom of Information Act 2000.
Code of conduct for members of governing body	
College Ordinances	<p>The Ordinances include procedures for declaration of interests by members of the Council and its committees.</p> <p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/governancelegal/college-ordinances</p>
Corporate Governance statement in the Financial Statements	Webpage linking to Pdf documents - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/finance/statements/index
Summary of responsibilities of higher education institutions	Terms and conditions of funding for higher education institutions (OfS) (external website) - https://www.officeforstudents.org.uk/media/1286/ofs-rfip-b3_ofs-terms-and-conditions-of-ofs-funding-for-heis-to-31-july-2019.pdf
Equality and Diversity policies; Equality Scheme	
Policies, statements, procedures and guidelines relating to equal opportunities.	
Equality and Diversity policies and statements	Webpage - https://www.kcl.ac.uk/hr/diversity/di-at-kings/policies
Health and Safety	
Health and Safety	Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/safety/index.aspx
Health and Safety policies and guidance	<p>Webpage linking to Pdf documents –</p> <p>https://www.kcl.ac.uk/governancezone/GovernanceLegal/Health-and-Safety-Policy-Statement</p> <p>https://www.kcl.ac.uk/governancezone/governancelegal/health-and-safety-2015-2018</p>
Health and Safety procedures	Available on request from the Information Compliance Team subject to the terms and conditions of the Freedom of Information Act 2000.

Description of information	Format
<p>Estate Management</p> <p>This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.</p>	
<p>Governance Zone - information relating to Estate Management</p>	<p>Webpage linking to Pdf documents - https://www.kcl.ac.uk/governancezone/estates/estates</p>
<p>Estates and Facilities Directorate</p>	<p>Webpage - http://www.kcl.ac.uk/aboutkings/orgstructure/ps/estates/index.aspx</p>
<p>Strategic Plan 2006 - 2016</p>	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/strategicplan2006-2016.pdf</p>
<p>Strategic Vision 2029</p>	<p>Webpage linking to Pdf document – https://www.kcl.ac.uk/aboutkings/strategy/index.aspx</p>
<p>Complaints Policy</p>	
<p>Admissions Complaints and Appeals Procedure</p>	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/admissions-appeals</p>
<p>Students Complaints Procedure</p>	<p>Webpage linking to Pdf document – https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/complaints</p>
<p>Records Management and Personal Data policies</p> <p>Information on security policies, records retention, destruction and archive policies and data protection policies.</p>	
<p>Data Protection Policy</p>	<p>Webpage linking to Pdf document – https://www.kcl.ac.uk/governancezone/GovernanceLegal/Data-Protection-Policy</p>
<p>Freedom of Information Policy including appeals</p>	<p>Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/governancelegal/foi-policy</p>

Description of information	Format
Records and Information Management Policy	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/informationpolicies/records-and-information-management-policy
Information Compliance	Webpages - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/audit/compliance/index
Fileplans	Available on request from the Information Compliance Team subject to the terms and conditions of the Freedom of Information Act 2000.
<p>Research Policy and Strategy</p> <p>This will include quality assurance procedures, policy and procedures relating to intellectual property, ethics committee terms of reference, applications and their approval, and any other relevant codes of practice. This will include policy, strategy and procedures relating to knowledge transfer and enterprise.</p>	
Research Policy and Governance	Webpages – https://www.kcl.ac.uk/governancezone/research/research https://www.kcl.ac.uk/innovation/research/support/index.aspx
Copyright guidance	Webpage - https://www.kcl.ac.uk/library/using/copyright/index
Code of Practice for Intellectual Property, Commercial Exploitation and Financial Benefit	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/Research/Intellectual-Property-Commercial-Exploitation-and-Financial-Benefit
Research Ethics	Webpage - https://www.kcl.ac.uk/research/support/research-ethics
<p>Publicly funded research outputs and data.</p> <p>Information on publicly funded research outputs in line with guidance from the UK Research Council UK's policy and Guidance on Access to Research Outputs.</p>	
Research Portal	<p>Webpage - https://kclpure.kcl.ac.uk/portal/</p> <p>Additional information available on request from the Legal Compliance Team subject to the terms and conditions of the Freedom of Information Act 2000.</p>

Description of information	Format
<p>Charging Regimes and Policies</p> <p>Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.</p>	
Freedom of Information Policy	Webpage linking to Pdf document - https://www.kcl.ac.uk/governancezone/governancelegal/foi-policy
Freedom of Information Publication Scheme	Webpage - https://www.kcl.ac.uk/aboutkings/orgstructure/ps/audit/compliance/foi/publicationscheme
ISCs and libraries – charges for photocopying	Webpage - http://www.kcl.ac.uk/library/using/print-copy-scan.aspx
Archives and special collections – reprographics	Webpage - https://www.kcl.ac.uk/library/using/charges
Fees and funding for undergraduate students	Webpage - https://www.kcl.ac.uk/study/undergraduate/fees-and-funding
Fees and funding for postgraduate students	Webpage - https://www.kcl.ac.uk/study/postgraduate/fees-and-funding

6. Lists and registers	
Description of information	Format
Information Assets Registers	Please contact the Information Compliance team for further information. Such requests will be subject to the terms and conditions of the Freedom of Information Act 2000.
CCTV details	Webpage to PDF - https://www.kcl.ac.uk/governancezone/estates/cctv-policy
Freedom of Information Disclosure Log	Webpage - http://www.kcl.ac.uk/iss/legalc/compliance/foi/disclosure/index.php?route=index/indexDisclosures
Register of Interests	The register of interests of members of the College Council and senior officers is available for inspection by appointment. Contact the Information Compliance team to arrange to view the register.
Senior staff's declaration on interests	The register of interests of senior officers is available for inspection by appointment. Contact the Information Compliance team to arrange to view the register.
Registers of gifts and hospitality	Available on request from the Information Compliance Team subject to the terms and conditions of the Freedom of Information Act 2000.

7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Description of information	Format
Prospectus	Webpage - http://www.kcl.ac.uk/prospectus/
Course content	Online prospectus (webpage) - http://www.kcl.ac.uk/prospectus/ A-Z of Academic Departments for details of modules (webpage) - http://www.kcl.ac.uk/aboutkings/orgstructure/academic/index.aspx
Course fees	Webpage - https://www.kcl.ac.uk/study/undergraduate/fees-and-funding
Funding	Webpage - https://www.kcl.ac.uk/study/postgraduate/fees-and-funding
Student Services	Webpage - http://www.kcl.ac.uk/campuslife/services/index.aspx
Welfare and counselling	Webpage - http://www.kcl.ac.uk/campuslife/services/counselling/index.aspx
Health, including medical services	Webpage - http://www.kcl.ac.uk/campuslife/services/health/index.aspx
Careers	Webpage - http://www.kcl.ac.uk/campuslife/services/careers/index.aspx
Chaplaincy services	Webpage - http://www.kcl.ac.uk/aboutkings/principal/dean/chaplaincy/index.aspx
Accommodation	Webpage - https://www.kcl.ac.uk/study/accommodation
Graduation ceremonies	Webpage - https://www.kcl.ac.uk/campuslife/services/grad
Sports and recreational facilities	Webpage - http://www.kcl.ac.uk/campuslife/sport/index.aspx
Museums, libraries, special collections and archives, including catalogues	Information service centres and libraries (webpage) - http://www.kcl.ac.uk/library/index.aspx Archives and special collections (webpage) - http://www.kcl.ac.uk/library/collections/archivespec/index.aspx Gordon Museum of Pathology (webpage) - http://www.kcl.ac.uk/gordon/art.aspx
Facilities relating to music, art and other cultural activities	Webpage - http://www.kcl.ac.uk/cultural/index.aspx
Conference facilities	Webpage - http://www.kingsvenues.com/Home.aspx

Description of information	Format
Student advice and guidance	Student Services (webpage) - http://www.kcl.ac.uk/campuslife/services/student-advice-support/index.aspx Student advice and international support (webpage) https://www.kcl.ac.uk/campuslife/services/student-advice-support/how/International-Student-Support
Widening Participation	Webpage - https://www.kcl.ac.uk/study/widening-participation
News and events	Webpage - http://www.kcl.ac.uk/newsevents/index.aspx

