



CHRIST'S COLLEGE
PUBLICATION SCHEME
PART 1

INTRODUCTION

1. Legal requirement

1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for higher education

3.1 Christ's College has adopted the model publication scheme prepared for the Higher Education sector and is committed to publishing the information it describes.

3.2 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at:

www.jisc.ac.uk/index.cfm?name=mps_overview

4. Who we are

4.1 Christ's College is a college in the University of Cambridge, admitting students to study for any undergraduate or postgraduate degree of the University. It is a self-governing corporate body and was founded in 1505 by Lady Margaret Beaufort. The Fellows of the College number approximately 70 and there are approximately 350 undergraduate and 130 postgraduate members, as well as approximately 130 Assistant Staff.

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact:

The Freedom of Information Officer
Christ's College,
Cambridge,
CB2 3BU

5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Copyright

7.1 Christ's College owns the copyright to publications within this scheme. Copies of these publications may be made for purposes of private study or

research without permission in accordance with the Copyright, Designs and Patents Act 1988. Applications for commercial reproduction should be made in writing to the Freedom of Information Officer at the address in 5.3.

8. Feedback

8.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

The Freedom of Information Officer
Christ's College
Cambridge
CB2 3BU

8.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

PART 2

Main categories

These nine main groups (and the classes within them) form the model publication scheme (MPS). They are in a logical order and no one single section has a higher status than another.

The types of information and documents listed within the classes are examples only and not mandatory. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

Some classes are 'Optional', that is an institution need not include these classes in their Publication Scheme but may still sign up to the MPS. All other classes are 'Core' and are compulsory. For further detail see the Information Commissioners 'Explanatory Note', particularly sections 3.2 and 3.3 which accompanies this MPS.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these may be omitted if they are exempt, **provided** in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the MPS are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. RESEARCH AND DEVELOPMENT
9. EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fits in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, i.e. paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

1. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	<i>Class</i>	Description	Manner	Fee
	<i>Legal framework</i>	<p><u>Foundation</u> Christ's College was founded in 1505 by Lady Margaret Beaufort and was granted Letters Patent by King Henry VII in 1505.</p> <p><u>Charitable Status</u> Christ's College is accorded charitable status by the Universities of Oxford and Cambridge Act 1923.</p> <p><u>CurrentUK Statute Law - The Education (Listed Bodies) Order 1997</u>. The college is recognised as a College of the University of Cambridge and is authorised under the Education Reform Act 1988 to grant degrees.</p>	<p>Paper (on request)</p> <p>Available from The Stationery Office, PO Box 29, St. Crispins, Duke Street, Norwich, NR3 1GN</p> <p>Available from The Stationery Office (see above) and on HMSO website: www.legislation.hmso.gov.uk/acts.htm</p>	£

1.2	Governance structure	<p><u>College Statutes.</u> These provide for the constitution and government of the College (including the membership and responsibilities of the Governing Body); the duties and election to office of the Master; the election and admission to Fellowships; the appointment and duties of College Officers; the conduct, discipline, grievances and dismissal of academic staff, the duties of College Members, the discipline of students; and financial matters.</p> <p><u>College Ordinances</u> The Ordinances amplify the Statutes and in some cases allocate responsibilities to certain College bodies and College Officers</p> <p><u>List of Fellows.</u> A list of Fellows of the College, who comprise the Governing Body, is provided at the start of each academic year in a special number of the Cambridge University Reporter.</p> <p><u>Membership of Committees for the Current Academic Year.</u> This document sets out the composition and terms of reference of all standing committees of the Governing Body, Committees appointed by the College Council, sub-committees and working parties which may be in existence at any given time for the relevant academic year.</p> <p><u>Minutes of Committees</u> Minutes of Governing Body, College Council and the Committees listed in Membership of Committees for the Academic Year XXXX (see above)</p> <p>Please note that the minutes and papers of all</p>	<p>Paper (On Request), or College website: http://www.christs.cam.ac.uk/info/statutes/</p> <p>Paper (On Request)</p> <p>College website. http://www.christs.cam.ac.uk/people/fellows.shtml Also Available from: http://www.admin.cam.ac.uk/reporter/ Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ</p> <p>Paper (on request)</p> <p>Paper (On Request) Open 1 year after approval by Governing Body. Unreserved Business Only.</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
-----	----------------------	---	--	-------------------------------------

		committees will be edited to remove references to individuals and financially sensitive material where necessary.	N.B. The College Council and Governing Body constitute sub-committees to act in various areas on their behalf; however, any significant matters raised are always considered and minuted by Council or Governing Body Meeting, so sub-committee minutes have been omitted from the scheme	
1.3	How the Institution is organised	<p>This contains information relating to how the individual departments of the College are organised and where each unit fits in the overall structure of the institution. Examples of information in this class includes:</p> <p style="padding-left: 40px;">Organisational structure charts Description of work and responsibilities of Departments.</p> <p><u>The Educational Provision of the Cambridge Colleges</u> Describes the role, general functions and responsibilities of the College as educational institutions in relation to individual students and to the University</p>	<p>Paper (On Request) Paper (On Request) Where published)</p> <p>http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf (Requires Acrobat Reader)</p>	£ £
1.4	Information on the institutional context	<p><u>Quality Assurance and reviews of progress</u> The College adheres to the policies set by the University of Cambridge.</p> <p>University of Cambridge Learning and Teaching Strategy</p>	<p>http://www.admin.cam.ac.uk/committee/seniortutors/ http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm http://www.admin.cam.ac.uk/offices/education/quality/qaguide</p> <p>Cambridge University Reporter Available from: http://www.admin.cam.ac.uk/reporter/1999-2000/weekly/5805/9.html</p>	

			Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ	
1.5	Management structure	Organisational Charts <u>Duties of College Officers.</u> These are laid down in College Statutes and Ordinances Information on major departments, can be found in the College Statutes and the College Staff Handbook.	Paper (On Request) (If published) Statutes - College Website: http://www.christs.cam.ac.uk/info/statutes/ or Paper (On Request) Ordinances - Paper (On Request) Staff Handbook – Paper (on request)	£ £ £ £

2. Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Bursary provides accounting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
	<i>Finance</i>	<p><u>Financial Policies</u> University Statutes G III and G VI prescribe College obligations for their accounts.</p> <p>Some financial policies are contained in College Statutes.</p> <p><u>Annual accounts</u>. The financial year is July-June. Annual Statutory accounts for the most recent year available from the proceeding January, i.e. 2002/03 accounts available in January 2004.</p> <p>They are also published in a special number of the Cambridge University Reporter Current Year – Previous Years –</p> <p>Details of insurance Cover held</p> <p><u>Pensions</u> Members and assistant staff may join either</p>	<p>Paper copy available from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ</p> <p>See also Cambridge Reporter: http://www.admin.cam.ac.uk/reporter/2002-03/weekly/5933/7.html http://www.admin.cam.ac.uk/reporter/2002-03/weekly/5928/19.html</p> <p>See 1.2</p> <p>Paper (On Request), or College website: http://www.christs.cam.ac.uk/info/accounts/index.shtml or http://www.admin.cam.ac.uk/reporter/ Paper copy from University Press Bookshop, 1 Trinity Street, Cambridge CB2 1SZ</p> <p>Paper (On Request)</p> <p>Paper (On Request)</p> <p>Details may be obtained from the University's Publication Scheme</p>	<p>£</p> <p>£</p> <p>£</p>

		the University Superannuation Scheme or the Cambridge Colleges Federated Pension Scheme.		
	<i>Resource planning</i>	<p>College financial Policy is formulated by the Financial Control Committee and approved at Council and Governing Body meetings.</p> <p>Annual Accounts Annual budget (as appears in the final accounts)</p> <p>Current Year –</p> <p>Previous Years -</p>	<p>Paper (On Request). Also available in Cambridge University Reporter. See http://www.admin.cam.ac.uk/reporter/</p> <p>Paper (On Request) or College website:- http://www.christs.cam.ac.uk/info/accounts/index.shtml</p> <p>Paper (On Request)</p>	<p>£</p> <p>£</p> <p>£</p>

3. Human Resources

Introduction

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

	Class	Description	Manner	Fee
	Employment and employee relations	<p>ents on equality and diversity, generic terms and conditions of employment, grievance procedures and policies, disciplinary procedures and policies, leave (including maternity leave and pay and paternity leave), Public interest disclosure policy (for compliance with the Public Interest Disclosure Act), harassment and bullying policy and any other policies relating to staff not included elsewhere in the PS are contained in the College Staff Handbook.</p> <p><u>& Safety Policy Statement.</u> Sets out the responsibilities of the College, its members and staff</p> <p>and safety policy and procedures handbook</p> <p>for Fellows - Details of facilities and benefits for academic staff.</p> <p>University of Cambridge Personnel Pay guide. Christ's College takes note of the University salary structure when setting salaries, including the annual pay review.</p>	<p>Paper (On Request)</p> <p>Paper (On Request)</p> <p>Paper (On Request)</p> <p>Available from: http://www.admin.cam.ac.uk/offices/personnel/staff-guide/terms/pay.html</p>	<p>£</p> <p>£</p> <p>£</p>
	Equal opportunities	<p>s relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability are found in the Staff Handbook.</p>	<p>Paper (On Request)</p>	<p>£</p>
	Staff development	<p>Policies and procedures relating to probationary periods, staff appraisal development of staff, performance review and promotion are contained in the Staff Handbook</p>	<p>Paper (On Request)</p>	<p>£</p>

4. Physical Resources

Introduction

HEIs are often substantial land and property owners in their own right. The Class in this section covers information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.¹

	<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
4.1	Estates	<p><u>Maps.</u> <i>Maps of the main site and its location :</i></p> <p><i>Christ's College Cambridge CB2 3BU</i></p> <p><i>Building maintenance and upkeep programmes are formulated by the Maintenance Committee.</i></p> <p><i>Garden maintenance programmes (including planting schemes) are formulated by the Gardens Committee.</i></p>	<p><i>Paper (On Request)</i> College website: http://www.christs.cam.ac.uk/info/maps.shtml</p> <p><i>Committee Minutes Paper (On Request)</i></p> <p><i>Committee Minutes Paper (On Request)</i></p>	<p>£</p> <p>£</p> <p>£</p>

¹ *The types of information and documents listed in the classes are examples only and not mandatory, for example 'Cleaning policies'. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.*

5. Student Administration and Support Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	Class	Description	Manner	Fee
5.1	Information on student admission, progression completion	<p><i>Information relating to criteria for admission to Christ's College is published in The College Prospectus.</i></p> <p><i>Cambridge University Admissions Prospectus</i></p> <p><i>Data on student admissions, background, progression and results are published by the University. For example, statistics for students for the whole University, with comparisons from 1968 through to 2003, are published in the Cambridge University Reporter</i></p> <p><i>Data is also available from the University of Cambridge: Student Records and Statistics Office</i></p>	<p>Paper</p> <p>See also College website: http://www.christs.cam.ac.uk/admissions/undergrad.shtml Available from the University Admissions Office. See also http://www.cam.ac.uk/cambuniv/undergrad/ http://www.admin.cam.ac.uk/offices/gradstud/admissions/index.html</p> <p>http://www.admin.cam.ac.uk/reporter/ or in paper form from the University Press Bookshop, Trinity Street, CB2 15Z</p> <p>See Special No 19. 27th August 2003, Vol. CXXXIII</p> <p>Available from: http://www.admin.cam.ac.uk/offices/students/intro.html</p>	
5.2	Student accommodation	Accommodation services	<p><i>Paper (on Request) where published</i></p> <p>See also College Prospectus and http://www.christs.cam.ac.uk/admissions/prospectus/accommodation.shtml</p>	£

5.3	Student administration	<p>Registry, student records, policies and procedures</p> <p>Data Protection Policy. Sets out the responsibilities of the College under the Data Protection Act 1998 and the Subject Access Request Procedure.</p> <p>Data Protection Guidance. Sets out advice to staff and fellows on how to comply with the Data Protection Act 1998.</p>	<p>University Student Handbook.. Copy available from University Registry. http://www.admin.cam.ac.uk/cam-only/univ/dpa/</p> <p>Paper (when published)</p>	£
5.4	Student admission and registration	<p>Registry admissions and registration policies and procedures.</p> <p><u>The Educational Provision of the Cambridge Colleges.</u> Provides a descriptive account of the role of the Colleges as educational institutions in relation to individual students.</p> <p><i>Information on courses offered by the college for undergraduates and graduates, admission requirements, how to apply, and costs.</i></p> <p><i>College Prospectus brochure. Provides information on how to apply, the admissions process, and fees</i></p> <p><i>Cambridge University Undergraduate Prospectus provides further information on courses offered and admissions policies.</i></p>	<p>Available from: http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p> <p>Paper (On Request) Website: http://www.christs.cam.ac.uk/admissions/</p> <p>Paper (On Request) http://www.christs.cam.ac.uk/admissions/prospectus/</p> <p>From the University</p>	<p>Free</p> <p>Free</p>
5.5	Student discipline	Code of student discipline and other policy and procedure documents	Paper (On Request)	£

		Internal student complaint and appeals procedures	Paper (On Request)	£
		Christ's College 'Information for Students' (Includes College Regulations)	Paper (On Request)	£
5.6	Student learning support services	<p><u>The Educational Provision of the Cambridge Colleges.</u> Provides a descriptive account of the role of the Colleges as educational institutions in relation to individual students and to the University. College Prospectus brochure. Provides information on support offered by College tutors.</p> <p>The University website provides links facilities and services, including libraries, computing, languages, and teaching skills and services for students with special needs.</p> <p>University of Cambridge Disability Resource Centre</p> <p>University Careers Service</p>	<p>Available from: http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p> <p>Paper (On Request) http://www.christs.cam.ac.uk/admissions/prospectus/</p> <p>http://www.cam.ac.uk http://www.cam.ac.uk/cambuniv/disability/hefce.html http://www.cusu.cam.ac.uk/</p> <p>Available from: http://www.cam.ac.uk/cambuniv/disability/</p> <p>Information available at: http://www.careers.cam.ac.uk/</p>	Free
5.7	Student liaison	<p>Minutes of previous Governing Body/student liaison committee(s) meetings</p> <p>Christ's College Graduate Society Constitution</p> <p>Christ's College Students Union Constitution</p> <p>Minutes of the Joint Committee of the Governing Body with Graduate Students</p>	<p>Paper (On Request) See Section 1.2</p> <p>Paper (On Request)</p> <p>Paper (On Request)</p> <p>See Section 1.2</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
5.8	Student policies	Policies relating to students not included elsewhere in the MPS	Paper (On Request) (If Published)	
5.9	Student welfare	College and University Prospectii	See section 5.1	

		Christ's College 'Information for Students'	Paper (On Request)	£
5.10	Student associations and activities	CCSU Constitution ²	<i>Paper (On Request)</i>	£
		Graduate Society Constitution	<i>Paper (On Request)</i> <i>Also at:- http://www.christs.cam.ac.uk/mcr/mcrcon.htm</i>	£
		College Prospectus	<i>Paper (On Request)</i>	Free

² *The Christ's College students union is an unincorporated association and as such is not itself either part of the College or a Public Authority regulated by the FoIA 2000 in its own right.*

6. Information Services

Introduction

This section 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 and information support services.)

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

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
6.1	Availability and conditions of use of facilities	Opening hours, access and rules relating to College Library - Christ's College Information for Students - College Regulations and General Information	<i>Paper (on Request)</i> <i>College Website</i> <i>http://www.christs.cam.ac.uk/info/library/</i> http://www.lib.cam.ac.uk/	£
		Information regarding the University Library	<i>Paper (on Request), or available from University Computing Service</i> <i>http://www.cam.ac.uk/cs/</i>	£
		Use of computers on any part of the College network is subject to the 'Rules and Regulations' published by the University Computing Service .	<i>Paper (on Request)</i> <i>available from University Computing Service</i> <i>http://www.cam.ac.uk/cs/</i>	£
		Christ's College Conditions of Use	<i>Paper (on Request)</i>	
		Christ's College 'Information for Students'	<i>Paper (on Request)</i>	
6.2	Mission statements and related documents	NA		
6.3	Policies with regard to data	Security	<i>Paper (On Request) (If Published)</i>	£

	and information	<p>Data protection statements/policies</p> <p>Data Protection Policy. Sets out the responsibilities of the College under the Data Protection Act 1998 and the Subject Access Request Procedure.</p> <p>Data Protection Guidance. Sets out advice to staff and fellows on how to comply with the Data Protection Act 1998</p> <p>Christ's College complies with JISC and University policies</p> <p>Policies on CCTV monitoring, RIPA etc</p> <p>Library Disaster Recovery Plan (Edited version)</p>	<p><i>Paper (On Request) (If Published)</i></p> <p><i>Paper (On Request) (If Published)</i></p> <p><i>Paper (On Request) (If Published)</i></p> <p>http://www.kcl.ac.uk/depsta/iss/archives/jiscsrec.pdf http://www.admin.cam.ac.uk/univ/dpa/</p> <p><i>Paper (On Request) (If Published)</i></p> <p><i>Paper (On Request)</i></p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>
6.4	Procurement and disposal policies	<p>Cambridge University manages consortia purchasing schemes for:</p> <p>Fresh meat and meat products</p> <p>Frozen Foods</p> <p>Fruit and Vegetables</p> <p>Domestic Gas supplies</p> <p>100 KVA Electricity Supplies.</p>	Refer to University Publishing Scheme	
6.5	Scope of collections held	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues <p>Library Collections. At present the Library holds 70,000</p>	<p><i>Paper (on request) also at :</i> http://www.christs.cam.ac.uk/info/library/</p> <p><i>Available from:</i></p>	

		books and journals. The catalogue is available online from the University of Cambridge library catalogue called Newton.	http://www.lib.cam.ac.uk/public_info.html	
--	--	---	---	--

7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the institution, including mechanisms for reviewing and ensuring the quality of teaching provided. This section contains information regarding the management of teaching and learning within the institution, including mechanisms for reviewing and ensuring the quality of teaching provided. It is fundamental to the mission of the University of Cambridge that it should remain a collegiate university. The Colleges and the University work closely together on all matters of common interest affecting the education of students and the pursuit of scholarship and research.. Undergraduate teaching is shared between the University and the College. The College accepts primary responsibility for the direction of studies and small-group teaching of College students. The University provides lectures, laboratory facilities, etc. The College area of responsibility falls mainly in Section 5: 'Student Administration and Support'. For records relating to the University's area of responsibility for this section, it is necessary to consult the University of Cambridge Publication Scheme, available from the Administrative Secretary, The Old Schools, Trinity Lane, Cambridge, CB2 1TN or by following the links from <http://www.admin.cam.ac.uk>.

	<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
7.1	Academic year dates	<i>University of Cambridge Term dates. Lists current year and next 15 years.</i>	University of Cambridge website: http://www.cam.ac.uk/cambuniv/termdates.html Paper (On Request)	£
7.2	External review information	Information on annual monitoring and review processes is given in the University of Cambridge Quality Assurance Guide, available on the University of Cambridge website, as well as on the QAA website.	http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf http://www.admin.cam.ac./offices/education/quality/qaguide http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm	
7.3	Graduation information	<u>Statutes.</u> <i>These provide information on the election and tenure of Honorary Fellows.</i> <u>Cambridge University Reporter.</u> A list of Fellows of the College is provided at the start of each academic year in a special number of the Cambridge University Reporter. Graduation dates Honorary Degrees Academic Dress	College Website http://www.christs.cam.ac.uk/info/statutes/ or Paper (On Request) http://www.admin.cam.ac.uk/reporter/ Or, Paper (On Request) from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ http://www.admin.cam.ac.uk/univ/degrees/dates/ http://www.admin.cam.ac.uk/univ/degrees/honorary/ Paper (on request)	£ £ £

7.5	Information on the institution's internal procedures for assuring academic quality and standards	<i>The Senior Tutors' Committee of the University of Cambridge monitors teaching and learning within the Colleges.</i>	http://www.admin.cam.ac.uk/committee/seniortutors/	
7.6	Qualitative data on the quality and standards of learning and teaching	<i>The College adheres to the policies set by the University of Cambridge and the QAA.</i> See also: University of Cambridge Teaching and Learning Strategy	http://www.qaa.ac.uk/revreps/instrev/Cambridge/summary.htm http://www.admin.cam.ac.uk/offices/education/quality/qaguide http://www.admin.cam.ac.uk/offices/education/strategy/	
7.7	<i>College academic staff</i>	List of Fellows of the College	See 1.2	
7.8	Student assessment strategy	<i>The University of Cambridge Board of Examinations is responsible for the organisation of all University Examinations, including timetables, the appointment of examiners, examination regulations.</i> <i>College Teaching Committee } Committee on Examination Results } Minutes Examination Failure Review Committee }</i>	<i>For Information contact the Board of Examinations, 10 Peas Hill, Cambridge, CB2 3PN</i> http://www.admin.cam.ac.uk/offices/exams/ <i>Paper (On request</i>	£ ree
7.9	Tuition fees	<i>Cambridge University Undergraduate Prospectus provides further information on university and college fees for home/EU and international students.</i> <i>Cambridge University Graduate Prospectus provides further information on university and college fees for home/EU and international students.</i>	<i>University Website :</i> http://www.cam.ac.uk/cambuniv/ugprospectus/ http://www.newtontrust.cam.ac.uk http://www.admin.cam.ac.uk/univ/gsprospectus <i>Paper copy available from: Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</i>	Free

			<i>Paper copy available from: Admissions Office, The Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP</i>	Free
--	--	--	--	------

8. Research and Development

Introduction

This section covers information relating to the institution's management and funding of its research activities – it does not include the actual results or data from research undertaken. It should also be noted that in some cases information that reveals the identity of those involved in the research process maybe exempt from publication for health and safety reasons.

	<i>Class</i>	<i>Description</i>	<i>Manner</i>	<i>Fee</i>
8.1	Committees	Scrutiny Committee for Junior Research Fellowships Election of Junior research fellows by Governing Body	Minutes on Request Minutes on request	£ £
8.2	Funding	<i>Research Funding is managed by the University</i>	See http://www.cam.ac.uk/cambuniv/research.html	
8.3	Research Policies	<i>Christ's College adheres to the University of Cambridge policies on research. University of Cambridge Research Web page. University of Cambridge: Intellectual Property Policy I</i>	http://www.admin.cam.ac.uk/offices/research/policy http://www.cam.ac.uk/cambuniv/research.html	

9. External Relations

Introduction

This section covers information relating to college's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies⁵, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

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

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

	Class	Description	Manner	Fee
9.1	<i>Alumni</i>	College Magazine College Magazine & Newsletter. Includes reports from College Officers, fellows, staff, and various committees reporting on the activities and business of the College over the previous academic year. Details of events and other information Christ's Pieces on line	Available from October for current year only (if copies available). Paper (on request). Magazines from previous years may be viewed in the College Archive or as part of the Cambridgeshire Collection held at Cambridge Central Library. <i>http://www.christs.cam.ac.uk/alumni/</i> <i>http://www.christs.cam.ac.uk/alumni/pieces/pieces_5.pdf</i>	£
9.3	Fundraising	<i>Christ's College Quincentenary campaign</i> <i>Other Promotional material</i>	See: http://www.christs.cam.ac.uk/quincentenary/campaign/index.shtml ! and http://www.christs.cam.ac.uk/alumni/supporting.shtml	

⁵ Where these are already in the public domain, web links should be provided or details of how they can be obtained.

			<i>Paper on request (after distributed to Alumni and where it will not damage our interests.</i>	
--	--	--	--	--

9.4	Government and Regulator relations	Relations between the Colleges and the rest of the University of Cambridge are overseen by the University Council which has responsibility for the management and administration of the whole of the University. Details about the work of the Council is available on the University of Cambridge website.	See: http://www.cam.ac.uk/cambuniv/pubs/works/council.html	
9.5	Marketing and recruitment	<p>College Prospectus</p> <p>University Prospectus <i>Cambridge University Undergraduate Prospectus provides information on courses offered, the Colleges, entry requirements, the applications and admissions process, and FAQ's.</i></p> <p><i>Cambridge University Graduate Prospectus provides information on courses and subjects, the Colleges, entry requirements, costs and funding, the applications and admissions process, and FAQ's.</i></p> <p><i>Being a mature student at Cambridge: provides information on how to apply, the assessment process, FAQ's, profiles from students.</i></p> <p>College Open Days.</p> <p>Open Days & Events within the University of Cambridge.</p> <p><i>Entry Requirements</i></p> <p><i>Refer to College Prospectus brochure, the Cambridge</i></p>	<p><i>Paper (on request)</i></p> <p>Available from: http://www.cam.ac.uk/cambuniv/ugprospectus/index.html Paper copy available from: Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>Available from: http://www.admin.cam.ac.uk/univ/gsprospectus/ Paper copy available from: Admissions Office, The Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP</p> <p>Available from: http://www.cam.ac.uk/cambuniv/ugprospectus/index.html Paper copy available from: Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>College Website http://www.christs.cam.ac.uk/admissions/opendays.shtml</p> <p>University Website: http://www.cam.ac.uk/cambuniv/ugprospectus/welcome/welcome12.html</p>	<p><i>Free</i></p> <p><i>Free</i></p>

		<i>University Undergraduate or Graduate Prospectus.</i>		
9.6	Public Relations	Conference and catering facilities at Crist's College	College Website http://www.christs.cam.ac.uk/conference/	