

PUBLICATION SCHEME FOR PETERHOUSE, IN THE UNIVERSITY OF CAMBRIDGE

This publication scheme follows the model prepared and approved by the Information Commissioner.

This College makes information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the College.

The College intends:

- to publish or otherwise make available as a matter of routine, information which is held by the College and falls within the classifications below;
- to specify the information which is held by the College and falls within the classifications below;
- to publish or otherwise make available as a matter of routine, information described in this scheme;
- to publish the methods by which information is routinely made available so that it can be easily identified and accessed by members of the public;
- to review and update on a regular basis the information the College makes available under this scheme;
- to produce a schedule of any fees charged for access to information which is made available;
- to make this publication scheme available to the public.

Any requests for information, questions, comments or complaints relating to this scheme should be sent in writing to the College's Freedom of Information Officer, Dr Murk-Jansen, at Peterhouse, Cambridge, CB2 1RD or emailed to FOI@pet.cam.ac.uk

Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the College.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information of which the disclosure is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form;
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information via the website, the College will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the College's website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying;
- postage and packaging;
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Who we are and what we do

Organisational information, structures, locations and contacts.

Who we are

Peterhouse is the oldest college in the University of Cambridge, founded in 1284 and dedicated ever since to education and research. Peterhouse has approximately 250 undergraduates, 90 graduate students and 45 Fellows. Websites for Peterhouse and the University of Cambridge can be found at www.pet.cam.ac.uk and www.cam.ac.uk respectively.

Legal framework

The College is a Royal Charter Corporation and an exempt charity.

The Charter of the College is available upon request.

The Statutes and Ordinances of the College are available upon request.

The Statutes and Ordinances of the University of Cambridge are available from the University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ.

How the institution is organised

The College is administered by the Governing Body, comprising the Master and Fellows of the College, in accordance with its Statutes and Ordinances.

A list of Fellows and Officers of the College is provided at the start of each academic year in a special edition of the [Cambridge University Reporter](#).

The Governing Body appoints various standing and *ad hoc* committees and sub-committees whose membership and remits are available upon request.

Admissions Committee

Buildings, Fabric and Gardens Committee

Charitable Applications Committee

Co-ordinating Committee

Development Committee

Education Committee

Estates and Investments Committee

Examination Failures Committee

Finance Committee

Governance Committee

Health and Safety Committee

Honorary Fellowships Committee

Research Fellowships Committee

Staff Committee

Travel Grants Committee

The minutes and reports of the Governing Body and the above-listed committees will be available upon request three months after approval by the Governing Body, having been edited to remove any material subject to the legally permitted exemptions.

A structure chart is available upon request.

The Educational Provision of the Cambridge Colleges provides a descriptive account of the role of the colleges as educational institutions in relation to individual students and the University: www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf

Location and contact details

Location and contact details may be found at: www.pet.cam.ac.uk/contact-info.html

[Lists of and information relating to organisations for which the College has responsibility, those it works in partnership with, those it sponsors and companies wholly owned by it](#)

The College wholly owns the following registered companies:

Peterhouse Enterprises Limited: The company is engaged in property development.

Peterhouse Library Charity Limited: The company provides library facilities to Peterhouse.

These companies have their own publication schemes, which may be found below.

Student activities

The principal student associations in the College are the Sexcentenary Club (Junior Combination

Room) and the Graduate Society, both of which have their own websites at:

www.srcf.ucam.org/pet-jcr/

www.srcf.ucam.org/peterhousemcr/

The Constitutions of the Sexcentenary Club and the Graduate Society are available upon request.

The College also has a number of clubs and societies, as listed at:

www.pet.cam.ac.uk/societies/index.html

The College's Code of Practice under section 22 of the Education Act 1994 is available upon request.

What we spend and how we spend it

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

Funding / income

The income and expenditure of the College is described in detail in the College's Accounts covering each financial year from 1 July to 30 June, available from the following January upon request and published in a special edition of the [Cambridge University Reporter](#).

- [Budgetary and account information](#)

The College Accounts are available as above.

Financial audit reports

Copies of the independent auditors' annual reports to the Governing Body may be found in the College Accounts.

Copies of the independent auditors' annual management letters are available upon request.

Capital programme

The College's approved capital programme, if any, is available upon request.

Financial regulations and procedures

The College's financial regulations and procedures are laid out in the Statutes and Ordinances of the College and the College Accounts which are available upon request.

The remit of the Finance Committee is available upon request.

Staff pay and grading structures

The salary scales employed by the University can be found at:

www.admin.cam.ac.uk/offices/hr/staff

Register of suppliers

The College does not have an approved list of suppliers, but in order to obtain best value for money engages in various consortium purchasing arrangements. The details of those arrangements are not included in this publication scheme for reasons of commercial confidentiality.

Procurement and tender procedures and reports

The College is not a public authority for the purpose of European Law relating to tendering requirements. Its normal practice in relation to capital works is to procure them through a tendering process.

Contracts

The College does not publish details of its commercial contracts.

Research funding

The College funds its own scheme of Research Fellowships, details of which are available upon request.

It also supports a number of Research Studentships, details of which are available upon request or are advertised on the College website.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Annual report

The Financial Review of the College is published in its annual Accounts which are available upon request.

The College magazines, the *Peterhouse Annual Record* and *Peterhouse Newsletter*, are available upon request.

Corporate and business plans

Information relating to the College's strategy may be found in the College Accounts.

Teaching and learning strategy

Information relating to the College's teaching and learning strategy may be found in the College Accounts.

Academic quality and standards

The academic assessment of students at the College is conducted through Tripos and other University examinations (for undergraduates) and through the Board of Graduate Studies of the University (for graduate students). Information may be found on the University's website at: www.cam.ac.uk.

The College adheres to the policies set out by the University of Cambridge. See further:

www.admin.cam.ac.uk/offices/education/quality/qaguide

The Senior Tutors' Committee monitors teaching and learning within the colleges. See further:

www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf

Information about College procedures is available upon request.

The unreserved minutes and reports of the College's Education Committee are available upon request.

External review information

External review information on the University of Cambridge can be found at:

www.qaa.ac.uk/revreps/instrev/cambridge/summary.htm

The Tomkins Table, showing the comparative performance of the Cambridge colleges in undergraduate examinations, is available from: www.wikipedia.org

Corporate relations

Not applicable.

Government and regulatory reports

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 University. Details about the work of the Council are available on the University of Cambridge website at: www.cam.ac.uk/cambuniv/pubs/works/council.html

The College's annual Public Benefit Report is available upon request.

How we make decisions

Decision making processes and records of decisions.

Minutes from governing body, Council / Senate, academic boards and steering groups

Unreserved minutes of the Governing Body are available upon request.

Teaching and learning committee minutes

Unreserved minutes of the Education Committee are available upon request.

Minutes of staff / student consultation meetings

Unreserved minutes of the Staff Information and Consultation Committee and of the Co-ordinating Committee are available upon request.

Appointment committees and procedures

Minutes of appointments committees are not published because they contain personal information. Advertisements for employment within the College, and the relevant appointment procedures, may be found at: www.pet.cam.ac.uk/vacancies/index.html

Our policies and procedures

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

Policies and procedures for conducting College business

The Statutes and Ordinances of the College are available upon request.

Any requests for information, comments, questions or complaints relating to this scheme should be addressed in writing to the College's Freedom of Information Officer, Dr Murk-Jansen at Peterhouse, Cambridge, CB2 1RD or correspondence emailed to:

college.secretary@pet.cam.ac.uk

Procedures and policies relating to academic services

Graduation information

Graduation dates: www.admin.cam.ac.uk/univ/degrees/dates/

Dates for Honorary Degree ceremonies: www.admin.cam.ac.uk/univ/degrees/honorary/

Rules for academical dress: The Statutes and Ordinances of the University of Cambridge are available from the University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ.

Information on the College's Honorary and Emeritus Fellows can be found at:

www.pet.cam.ac.uk/fellows/

The Statutes of the College are available upon request.

Student assessment strategy

Information on the regulations and/or policy governing student assessment is held by the University of Cambridge: www.admin.cam.ac.uk/offices/exams/

The Statutes and Ordinances of the University of Cambridge are available from the University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ.

Information on how students are prepared for external examination is provided on the Senior Tutors Committee website: www.admin.cam.ac.uk/committee/seniortutors

The College's Examination Failures Procedure is available upon request.

College Regulations are available upon request.

Procedures and policies relating to student services

Information on student admission, progression and completion

Peterhouse students have access to all the courses and support services of the University of Cambridge. See further: www.cam.ac.uk/cambuniv.courses.html

- The educational provision of the Cambridge colleges is described at:
www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf
- The College Admissions Prospectus may be found at: www.pet.cam.ac.uk/admissions
- The Cambridge University Undergraduate Admissions Prospectus may be found at:
www.cam.ac.uk/cambuniv/undergrad/
- The Cambridge University Graduate Admissions Prospectus may be found at:
www.admin.cam.ac.uk/offices/gradstud/admissions/index.html
- The annual Report of the College's Admissions Tutors is available upon request.
- The annual Report of the College's Senior Tutor is available upon request.
- Class lists provide data on qualifications awarded to students and are published in the [Cambridge University Reporter](#)
- The Cambridge University Careers Service provides data on employment/training outcomes for graduates. See further: www.careers.cam.ac.uk

Student accommodation

The procedures governing College accommodation are specified in College Regulations and the College's Accommodation Handbooks, copies of which are available upon request.

Cambridge University Accommodation Service: www.admin.cam.ac.uk/offices/accommodation/

Cambridge University Disability Resource Centre:
www.cam.ac.uk/cambuniv/disability/accguide/colleges/pet.html

Student discipline

Procedures relating to the conduct of disciplinary proceedings against students are specified in the following documents, copies of which are available upon request:

Statutes and Ordinances of the College

College Regulations

Examination Failures Procedure

Student Complaints Procedure

Sexual and Racial Harassment Policy

Procedures and policies relating to human resources

The Peterhouse Staff Handbook contains generic terms and conditions of employment; a statement of policy on recruitment, selection, training and promotion of staff; grievance and disciplinary procedure and policies; health and safety policies and procedures; and is available upon request.

Procedures and policies relating to recruitment

Current vacancies at the College may be found at: www.pet.cam.ac.uk/vacancies/index.html

Code of Conduct for members of governing bodies

The College's code relating to conflicts of interest is available upon request.

Equality and Diversity

The College is committed to equal opportunities in the recruitment of its Fellows, students and staff.

Health and Safety

The College's Accommodation Handbook, Health and Safety Manual and HACCP/COSHH policies are available upon request.

Estate management

The remit of the Estates and Investments Committee is available upon request.

The College's Accommodation Handbook is available upon request.

Complaints policy

The College operates a review procedure for complaints relating to applications for information under the Freedom of Information Act. Complaints should be addressed in writing to the College's Freedom of Information Officer, Dr Murk Jansen at Peterhouse, Cambridge, CB2 1RD.

Records management and personal data policies

The University of Cambridge Data Protection policies can be found at:
www.admin.cam.ac.uk/univ/dpa/

The College's Data Protection Act policy and procedures document is in course of preparation.

The College's Data Protection Statement, as supplied to new Junior Members, is available upon request.

The Peterhouse Staff Handbook is available upon request.

The College's Data Protection Officer can be contacted at DPO@pet.cam.ac.uk

Research policy and strategy

The College adheres to the University of Cambridge policies on research. See further:

University of Cambridge research web page: www.admin.cam.ac.uk/offices/research/policy

University of Cambridge intellectual property policy: www.cam.ac.uk/cambuniv/research.html

Board of Graduate Studies website: www.admin.cam.ac.uk/offices/gradstud

The College funds its own scheme of Research Fellowships, details of which are available upon request.

It also supports a number of Research Studentships, details of which are available upon request.

The remit of the Research Fellowships Committee is available upon request.

Charging regimes and policies

For information relating to tuition fees, see: www.cam.ac.uk/cambuniv/ugprospectus/index.html

www.admin.cam.ac.uk/univ/gsprospectus/funding/

www.newtontrust.cam.ac.uk

Information relating to living expenses is contained in the College's Accommodation Handbook, which is available upon request.

The costs of photocopying, packaging and postage incurred by the College in connection with the provision of information under this publication scheme will be recharged to the individual making the request.

Lists and registers

Any information we are currently legally required to hold in publicly available registers

The Register of People with Significant Control (PSC)

Asset registers

Details of the College's principal landholdings are available upon request.

Disclosure logs

The College does not maintain a disclosure log.

Register of gifts and hospitality provided to senior personnel

No register is considered necessary as business gifts and hospitality received by College personnel are of negligible value only.

Any register of interests kept in the College

Applications for information contained in the College's register of interests should be made to the College's Freedom of Information Officer.

The services we offer

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

Prospectus

The College's Admissions Prospectus may be found at: www.pet.cam.ac.uk/admissions

The University of Cambridge Undergraduate Admissions Prospectus may be found at: www.cam.ac.uk/cambuniv/undergrad/

The University of Cambridge Graduate Admissions Prospectus may be found at: www.admin.cam.ac.uk/offices/gradstud/admissions/index.html

Services for outside bodies

The College does not normally provide services for outside bodies.

Course content

Course content information may be found at: www.cam.ac.uk/cambuniv.courses.html

Welfare and counselling

Information concerning welfare and counselling services for students may be found at:

Senior Tutors' website for general welfare, advice and services:

www.admin.cam.ac.uk/committee/seniortutors

Cambridge University Student Union: www.cusu.cam.ac.uk

Cambridge University Graduate Union: www.gradunion.cam.ac.uk

Cambridge University Occupational Health Service: www.admin.cam.ac.uk/offices/oh/

Cambridge University Counselling Service: www.counselling.cam.ac.uk

Sexcentenary Club website: www.srcf.ucam.org/pet-jcr

Peterhouse Chapel: www.pet.cam.ac.uk/chapel

Health including medical services

See Welfare and counselling section above.

Careers

Careers advice for members of the College is available from the Cambridge University Careers Service at: www.careers.cam.ac.uk.

Chaplaincy services

Information concerning the religious life of the College may be found at:

www.pet.cam.ac.uk/chapel

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

For information relating to tuition fees, see: www.cam.ac.uk/cambuniv/ugprospectus/index.html

www.admin.cam.ac.uk/univ/gsprospectus/funding/

www.newtontrust.cam.ac.uk

Information relating to living expenses is contained in the College's Accommodation Handbook which is available upon request.

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Sports and recreational facilities

Information concerning College sporting and recreational facilities can be found at: www.srcf.ucam.org/petamals/

Museums, libraries, special collections and archives

Information concerning the College Libraries, including special exhibitions, may be found at:

www.pet.cam.ac.uk/library/index.html

Inquiries concerning the College Archives should be made in writing to the Archivist, Dr Roger Lovatt at Peterhouse, Cambridge, CB2 1RD.

Conference facilities

Information concerning the College's conference and catering facilities may be found at: www.peterhouse-conferences.co.uk/

Advice and guidance

Information concerning the Tutorial system and Direction of Studies, and other information concerning advice and guidance available to members of the College may be found at:

www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf

The functions of the Tutors are described on the Senior Tutors' website:

www.admin.cam.ac.uk/committee/seniortutors

Cambridge University Disability Resources Centre addresses services for students with special needs: www.cam.ac.uk/cambuniv/disability/hefce.html

Cambridge University Student Union: www.cusu.cam.ac.uk

Cambridge University Graduate Union: www.gradunion.cam.ac.uk

Local campaigns

Information concerning the College's Development Office may be found at: www.petreans.net

Media releases

Press releases issued by the College may be found at: www.pet.cam.ac.uk