

# The Courtauld

## Courtauld Institute of Art Publication Scheme

Under the Freedom of Information Act 2000, public authorities including higher education institutions are required to have a publication scheme. The Courtauld Institute of Art has adopted the model Publication scheme for higher education institutions from the Information Commissioner, an independent regulator who enforces and advises on the FOIA and has produced and approved this scheme. Copies of the model publication scheme and definition documents are available on [www.ico.org.uk](http://www.ico.org.uk)

The classes of information that we publish is listed below. Many documents can be accessed from The Courtauld's website [www.courtauld.ac.uk](http://www.courtauld.ac.uk) and paper copies may also be available when requested via the contact address indicated below.

Publications are free unless otherwise stated. Alternative forms may be arranged by special request, but there may be a charge to cover production costs.

Recorded information not made available through the publication scheme may be requested. Requests should be made in writing to [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk) and will normally take 20 working days for response. Information that is subject to an exemption in the Act will not be released. A fee may be charged.

### Who we are and what we do:

Memorandum & Articles of Association  
History of The Courtauld  
Biographies of the Governing Board  
Location and contact details  
Terms of References for the Governing Board,  
Committees and sub-Committees

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Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

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

Annual Report and Financial Statements  
Tuition Fees  
Endowment, rents and investment income  
Funding Grants  
  
Revenue budgets and capital expenditure budget  
Financial Regulations and procedures  
Financial audit reports  
Staff pay and grading structures  
Register of suppliers, Procurements and tender  
procedures and reports  
Contracts  
Research funding

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See the [Annual Report and Financial Statements](#)

- [Annual Report and Financial Statement](#)

- [Research England Funding](#)

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Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

[Staff Intranet](#)

Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

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

Annual Report and Financial Statements  
Vision Mission and Strategy  
Data Protection and Privacy Notice  
Reports and statistics provided to regulatory  
organisations  
External Review - QAA  
  
Internal Audit letter

[Website](#)

See the [Annual Report and Financial Statements](#)

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Visit the [Office for Students](#) and [HESA](#) websites to access publicly available information.

Visit the [QAA website](#) to access publicly available information.

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# The Courtauld

## How we make decisions:

Minutes from the Governing Board and Committees (current and previous three years)  
History of The Courtauld  
Biographies of the Governing Board  
Location and contact details  
Terms of References for the Governing Board, Committees and sub-Committees

Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

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## Our policies and procedures:

Procedures and policies relating to student services  
Procedures and policies relating to human resources  
Procedures for handling requests for information  
Recruitment – current vacancies  
Equality Duty & Equality Statement  
Health and Safety  
Estates Management policie

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### Complaints Policies:

- Students
- Staff
- Relating to data protection and requests for information

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Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)[Website](#)

### Personal Data policies

Research Policy and strategy

Research Ethics Policy

### Charging regimes and policies:

- Tuition Fees

[Website](#)

Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

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## Lists and registers

Capital Asset Register  
Register of Interests

Available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

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## The services we offer:

University Gallery  
Libraries: Book, Witt & Conway  
Prospectus  
Funding available

### Student services:

- Course Handbooks Welfare and Counselling  
Careers
- Chaplaincy
- Advice and Guidance

Media releases

[Website](#)

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[Website](#) and available on request

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[Website](#) or available by application via [FOI@courtauld.ac.uk](mailto:FOI@courtauld.ac.uk)

If you are not satisfied with the operation of the University's publication scheme or response to a request for information made under the FOIA, you should contact the Freedom of Information contact directly by post or email using the contact details on the Freedom of Information page; we will then arrange for an internal review of the response to be carried out. If you are still unsatisfied, you can also complain to the Information Commissioner.

You can contact the Information Commissioner at:

# The Courtauld

Information Commissioner's Office

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Water Lane Wilmslow Cheshire SK9 5AF

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Fax: +44 (0)1625 524510

Web: [www.ico.org.uk](http://www.ico.org.uk)