

Ways you can help ...

Use the Publication Scheme to find information about the University and its activities. Let us know how you get on and tell us if you think adjustments are required.

Get to know how your own area of work is covered by the Publication Scheme and let us know if you change any relevant web addresses.

Think about requests for information that you get frequently and tell us if there are things we should add to the Publication Scheme.

Let other people know about the Publication Scheme and encourage them to use it. Getting information from the Scheme is more helpful for everyone than making individual enquiries.

Consider including a reference to the Publication Scheme in your own web- or paper-based information.

Think about ways in which your web-based information could be standardized and contact us and/or the University's web editorial team for ideas and guidance.

Use the generic e-mail address given below for all matters related to Freedom of Information. It will help us to keep track of points raised.

Contacts

E-mail address for queries: freedom-of-information@bath.ac.uk

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University Publication Scheme now available in html format

The pdf version of the Publication Scheme used during initial compilation, circulation, and approval processes has now been turned into html format and is available at: <http://www.bath.ac.uk/foi/>

We hope this new version of the Scheme will improve general accessibility and enable both internal and external users to locate the information they require more quickly.

Inside the Scheme

The Publication Scheme draws together a wide range of published information under a single, structured point of access. As well as helping us to comply with the Freedom of Information Act 2000, the Scheme should provide a useful information tool for all staff and students within the University.

The Scheme consists of thematic sections, each containing several categories of information which, in turn, contain information classes. The classes are grouped with other related classes to make searching for a specific type of information easier. So, for example, the class of information containing student prospectuses can be found in the marketing and recruitment category of the external relations section.

The nine thematic sections are as follows:

1. Structure and management
2. Financial resources
3. Human resources
4. Physical resources
5. Student administration and support
6. Information services
7. Learning and teaching
8. Research and development
9. External relations

Each comes in a separate file for ease of access, but a table of contents and an index of the information classes provide direct access to all parts of the Publication Scheme.

In most cases the information included in the Publication Scheme is available electronically via the World Wide Web and a direct link is provided from the Scheme to the relevant piece of information.

It is very important that the information included in the Publication Scheme remains accurate and up to date. Please help by notifying us of changes to any relevant web- or paper-based published information for which you are responsible.