

Introduction

Under the requirements of the Freedom of Information Act Cranfield University publishes this document to enable members of the public to more easily find the information they are seeking and give guidance as to what information is readily available and where to find it.

1. The scheme which follows represents the gateway to information about Cranfield University, its structure, operating methods and activities.
2. Cranfield University is addressing the Act as a means of providing greater openness and accountability.
3. Cranfield University has a decentralized administrative structure and culture. The university comprises some central administration and autonomous academic areas known as “schools.” Schools have their own administrative teams, who work with central administration.
4. Beyond a core subset of essential information there is a variation in practice in records creation and information dispersal by each school.
5. It has been agreed that it is desirable to publish as much information as possible by the web. This information will be provided in the form of central information and school specific information.
6. If requested, printed information can be supplied, but may be subject to a charge.
7. Any questions or queries regarding this publication should be addressed to:

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MIRC
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Cranfield University
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Rights of Access

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including Cranfield University, which they have not already made available through their publication scheme. Requests have to be made in writing and in general public authorities will have 20 working days to respond. Public authorities may charge a fee, which will have to be calculated according to Fees Regulations. Public authorities are not required to release information to which an exemption in the Act legitimately applies.

Exemptions

The Act stipulates that there may be a number of occasions when a public authority does not need to make information freely available. These exemptions include, for example, when to make information available would breach the Data Protection Act or national security. However Cranfield University's policy is to disclose as much information about its activities on its web site (www.cranfield.ac.uk) in the spirit of openness befitting the organization.

Refusal of a request

Should we refuse a request for further information on the grounds of one or more of the exemptions and you feel this has been inappropriate you may challenge our refusal and ultimately complain to the office of the Commissioner (<http://www.ico.gov.uk/>).

Fees

Printed information on courses and services offered by the University is available free of charge, as are packs issued to people responding to notices of job vacancies. All of the documents listed on this publication scheme that can be viewed online or sent electronically will be free of charge. For hard copies of information contained in the publication scheme, or for information that is not included in the scheme, and is not exempt under the conditions set out in the act, a fee may be charged in accordance with the terms of the Act. This will be decided on an individual basis depending upon how much work is involved in accessing the information that has been requested and the cost of producing it. The basis of this charge will be a charge of 5p per page for documents over 15 pages (documents of up to 15 pages will be sent free of copying charges). For information that has to be accessed and collated an additional charge of £25 per hour or part thereof per person will be levied up to a maximum of £450.

An applicant will be informed of any fees that will be charged before an enquiry is processed.

Under the terms of the Act an applicant then has 3 months to pay the fee or it will be assumed that the information is no longer required.

FOI Publication Scheme for Cranfield University

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- Section 2 What we spend and how we spend it.
- Section 3 What our priorities are and how we are doing.
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Section 6 Lists and registers.

Section 7 The services we offer.

Each section is divided into the Information Classes closely following the Model Publication Scheme for Universities.

GUIDE TO INFORMATION ROUTINELY AVAILABLE FROM CRANFIELD UNIVERSITY		
	Class of Information and Document Title	Where Available
1	Who we are and what we do	
	Key facts and figures	http://www.cranfield.ac.uk/about/facts/index.jsp
	Vision and Mission	http://www.cranfield.ac.uk/about/overview/index.jsp
a	Legal framework	
	Charter	http://www.cranfield.ac.uk/academicsservices/files/charter.pdf
	Ordinances	http://www.cranfield.ac.uk/academicsservices/regulations/page50104.html
	Regulations	http://www.cranfield.ac.uk/academicsservices/regulations/index.html?cid=promobutton
	Regulations on Academic Matters	http://www.cranfield.ac.uk/academicsservices/regulations/page50106.html
	Statutes	http://www.cranfield.ac.uk/academicsservices/regulations/page50103.html
b	Institutional Organisation	
	Campuses	http://www.cranfield.ac.uk/about/campuses/page1065.jsp
	Corporate Social Responsibility and Policies	http://www.cranfield.ac.uk/about/csr/index.jsp
	History of the University	http://www.cranfield.ac.uk/about/history/index.jsp
	Information on Our Campuses	http://www.cranfield.ac.uk/about/campuses/page1065.jsp
	Members of Audit Committee	University Intranet
	Members of Council	http://www.cranfield.ac.uk/about/people/list%20of%20members.pdf
	Membership of Faculty of Defence and Security	Electronic/Hard
	Membership of Faculty of Engineering and Aerospace	Electronic/Hard
	Membership of Faculty of Environment, Science and Manufacturing	Electronic/Hard
	Membership of Faculty of Management	Electronic/Hard
	Membership of Faculty of Medicine and Biosciences	Electronic/Hard
	Membership of Senate	See Ordinance IV under 1a
	Membership of Teaching Committee	Electronic
	Research (Defence & Security)	Electronic/Hard
	Research (Engineering & Aerospace)	Electronic/Hard

	Research (Environment Science & Manufacturing)	Electronic/Hard
	Research (Management)	Electronic/Hard
	Research (Medicine & Biosciences)	Electronic/Hard
	Senior Officers of Cranfield University	http://www.cranfield.ac.uk/about/people/page1067.jsp
	Statutory Bodies	http://www.cranfield.ac.uk/about/people/page2470.jsp
	Teaching (Defence & Security)	Electronic/Hard
	Teaching (Engineering & Aerospace)	Electronic/Hard
	Teaching (Environment Science & Manufacturing)	Electronic/Hard
	Teaching (Management)	Electronic/Hard
	Teaching (Medicine & Biosciences)	Electronic/Hard
	Terms of Reference for Teaching Committee	Electronic
	Terms of Reference of Faculty Board Sub Committees	Electronic/Hard
	Terms of Reference of Faculty Boards	Electronic
c	General Contacts	http://www.cranfield.ac.uk/contactus/general/index.jsp
	Schools	http://www.cranfield.ac.uk/contactus/schools/index.jsp
	School of Applied Sciences	http://www.cranfield.ac.uk/sas/aboutus/staff/index.jsp?cid=promobutton
	Cranfield Health	http://www.cranfield.ac.uk/health/abouttheschool/people/index.jsp?cid=promobutton
	School of Management	http://www.som.cranfield.ac.uk/som/p600/People/Faculty
	School of Engineering see below:	
	Aerodynamics, Performance and Control Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/dynamicsimulationcontrol/index.html
	Aircraft Design Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/adg/page14164.jsp
	Applied Mathematics and Computing Group	http://www.cranfield.ac.uk/soe/departments/appliedmaths/amac/staff.jsp
	Crashworthiness, Impact & Structural Mechanics Group	http://www.cranfield.ac.uk/soe/departments/simd/structures/page18521.jsp
	Defence Human Factors Group	See Department of Systems Engineering & Human Factors
	Department of Air Transport	http://www.cranfield.ac.uk/soe/departments/airtransport/staff.jsp
	Department of Automotive Engineering	http://www.cranfield.ac.uk/soe/departments/automotive/index.jsp
	Department of Power and Propulsion	http://www.cranfield.ac.uk/soe/departments/powerpropulsion/page17254.jsp
	Department of Systems Engineering & Human Factors	http://www.cranfield.ac.uk/soe/departments/humanfactors/staff.jsp
	Driving Research Group	See Department of Systems Engineering & Human Factors
	Dynamics, Simulation and Control Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/dynamicsimulationcontrol/index.html

		oncontrol/index.html
	Engineering Design Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/engineeringdesign/staff.jsp
	Engineering Photonics Group	http://www.cranfield.ac.uk/soe/departments/engineeringphotonics/index.html
	Financial Services Staff Tree	University Intranet
	Flight Deck and Aviation Safety Group	See Department of Systems Engineering & Human Factors
	Fluid Mechanics and Computational Science Group	http://www.cranfield.ac.uk/soe/departments/aerospacesciences/fmacs/page11517.jsp
	FORCE (Flight Operations Research Centre of Excellence)	See Department of Systems Engineering & Human Factors
	MAG	http://www.cranfield.ac.uk/soe/departments/appliedmaths/mag/page15462.jsp
	Offshore Engineering and Naval Architecture Group	Now offshore renewable energy group
	Offshore Renewable Energy Group	http://www.cranfield.ac.uk/soe/departments/ope/oena/staff.jsp
	Passenger Safety Group	See Department of Systems Engineering & Human Factors
	Process Systems Engineering Group	http://www.cranfield.ac.uk/soe/departments/processsystems/pse/staff.jsp
	Space Research Centre	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/space/staff.jsp
	Cranfield Defence & Security	http://www.cranfield.ac.uk/cds/staff/index.jsp
	Aeromechanical Systems Group	http://www.cranfield.ac.uk/cds/departments/desm/people/page24715.jsp
	Autonomous Systems Group	http://www.cranfield.ac.uk/cds/departments/does/staff.jsp
	Department of Applied Science, Security and Resilience	http://www.cranfield.ac.uk/dcmt/departments/dassr/people/index.jsp
	Department of Engineering Systems and Management see Aeromechanical systems group	http://www.cranfield.ac.uk/cds/departments/desm/people/index.jsp
	Department of Informatics and Sensors see Autonomous Systems Group	http://www.cranfield.ac.uk/dcmt/departments/does/staff.jsp
	Human Resources and Development	University Intranet
d	Lists of and information regarding organisations for which the University is Responsible	
	Cranfield Owned Companies	http://www.cranfield.ac.uk/legal/companies/index.jsp
	Financial Accounts	http://www.cranfield.ac.uk/annualreport/accounts/index.jsp
	Cranfield Student's Association Constitution	Electronic
e	Student Activities	
	Cranfield Students' Association Audited Accounts	Electronic
	Cranfield Students' Association Constitution	Electronic
2	What we spend and how we spend it	

a	Funding/Income	
	Funding	http://www.cranfield.ac.uk/about/facts/page2358.jsp
	Treasury Management Policy	Hard
b	Budgetry & Account Informaton	
	Financial Accounts	http://www.cranfield.ac.uk/annualreport/accounts/index.jsp
c	Financial Audit Reports	
	External Audit Report (included in Financial Accounts)	http://www.cranfield.ac.uk/annualreport/accounts/index.jsp
	Minutes of Audit Committee	Electronic
d	Capital Programme	
e	Financial regulations & Procedures	
	Business Expense Policy	University Intranet
	Business Expense Policy (Guidance for employees on the Cranfield University)	University Intranet
	Disposal or Sale of University Property	University Intranet
	Financial Manual (Summary)	University Intranet
	Financial Manual Section one - General Policies	University Intranet
	Financial Manual Section two - University Procedures	University Intranet
	Internal Audit Terms of Reference	University Intranet
	Policy for Prevention of Fraud	University Intranet
	Policy on Corporate Cards	Hard
	Treasury Management Policy	University Intranet
	Value for Money Strategy	University Intranet
f	Staff Pay & Grading Structures	
	Pay and Benefits	University Intranet
	Pay Framework	University Intranet
g	Register of Suppliers	

	Estates and Site Services Contractor information sheets	Electronic
	List available on request	Electronic
h	Procurement & Tender Procedures and Reports	
	Cranfield University Procurement	http://www.cranfield.ac.uk/about/procurement/index.jsp
	e tendering	https://in-tendhost.co.uk/cranfielduni/
	IT Equipment Procurement and Disposal Policy	University Intranet
	Latest Tenders	University Intranet
	Purchasing Guidelines	University Intranet
	Purchasing Guidelines Appendix: Summary	University Intranet
	Responsible Purchasing	University Intranet
	Terms and Conditions of Purchaes	University Intranet
i	Contracts	
j	Research Funding	
	Statement of Financial Best Practice for Research, Design, Development & Consultancy Contracts	University Intranet
	Summary of Statement of Financial Best Practice for Research, Design, Development & Consultancy Contracts	University Intranet
3	What our priorities are and how we are doing	
a	Annual report	http://www.cranfield.ac.uk/about/overview/page1094.jsp
b	Corporate & Business Plans	
	Strategic Plan 2006/07 - 2010/11	University Intranet
	Strategic Plan Overview	University Intranet
	Strategy in relation to Widening Participation	University Intranet
c	Teaching & Learning Strategy	
	Cranfield University Distance Learning Policy	University Intranet
	Cranfield University Widening Participation Strategy	University Intranet
	Learning and Teaching Information Policy	University Intranet

	Learning and Teaching Strategy, 2009-2012	University Intranet
d	Academic Quality & Standards	
	Additional Policies and Procedures	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Annual Course Reports	Electronic
	Codes of Practice	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Council Codes of Practice	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Distance Learning Policy	University Intranet
	External Examiner's Reports	Hard
	Guidelines	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Periodic Course Review Information	Electronic
	Regulations	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Regulations on Academic Matters	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
e	External Review Information	
	Codes of Practice (see CoP 7/01 on Collaborative Provision)	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Collaborative Course Reviews	Electronic
f	Corporate Relations	
	Beihang University of Aeronautics and Astronautics	http://www.cranfield.ac.uk/students/international/page1111.jsp
	European Partnership Programme	http://www.cranfield.ac.uk/students/european/index.jsp
	Institute of Clinical Research India	http://www.cranfield.ac.uk/students/international/page1112.jsp
g	Government & Regulatory Reports	
	After Graduation	http://www.cranfield.ac.uk/about/facts/page2356.jsp
	Key Facts and Figures	http://www.cranfield.ac.uk/about/facts/index.jsp
	QAA Institutional Audit Report	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/qaa%20institutional%20audit.jsp

	Queen's Award	http://www.cranfield.ac.uk/about/history/queensaward/index.jsp
	Research	http://www.cranfield.ac.uk/about/facts/page2359.jsp
	School of Management accreditation and Ranking	http://www.som.cranfield.ac.uk/som/p9293/About-Cranfield/Accreditations
	Student Statistics	http://www.cranfield.ac.uk/about/facts/page2333.jsp
4	How we make decisions	
a	Minutes from Governing Body, Council, Senate, Academic Boards & Steering Groups	
	Minutes of Aerospace External Advisory Committee	Electronic
	Minutes of Council	Electronic
	Minutes of Court	Electronic
	Minutes of Faculty (Defence & Security)	Electronic
	Minutes of Faculty (Engineering & Aerospace)	Electronic
	Minutes of Faculty (Environment Science & Manufacturing)	Electronic
	Minutes of Faculty (Management)	Electronic
	Minutes of Faculty (Medicine & Biosciences)	Electronic
	Minutes of Public Relations Forum	Electronic
	Minutes of Senate	Electronic
	Minutes of the Continuous Improvement Working Group	Electronic
	Note to all staff from the Executive	Electronic
	Minutes of Web and Brand Regeneration Project Steering Group	Electronic
b	Teaching & Learning Committee Minutes	
	Minutes of Sub Committee on Research Matters	Electronic
	Minutes of Teaching Committee	Electronic
c	Minutes of Staff / Student Consultation Meetings	
	These are held at course level and are available for the relevant course on request	Electronic
d	Appointment Committees & Procedures	
	Appointment of Staff	University Intranet
	Conduct of Interviews	University Intranet
	Disability Equality Scheme Action Plan	University Intranet

	Disability Equality Scheme with Specific Reference to STAFF	http://www.cranfield.ac.uk/hr/diversity/disability_equality_staff.pdf
	Disability Policy - Code of Practice	University Intranet
	Disability Policy Implementation Procedures	University Intranet
	Diversity - Code of Practice on Valuing Diversity	University Intranet
	Gender Equality Scheme	University Intranet
	Gender Equality Scheme Action Plan	University Intranet
	Gender Reassignment (Transsexual) Policy	University Intranet
	Interview Boards - Minimum Constitution of	University Intranet
	Race Equality Policy	University Intranet
	Religion & Belief - Employment Equality Regulations	University Intranet
	Sexual Orientation - Employment Equality Regulations	University Intranet
5	Our policies and procedures	
a	Policies & Procedures for Conducting University Business	
	Additional Policies and Procedures	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Codes of Practice	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Council Codes of Practice	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Data Protection Coordinators	University Intranet
	Data Protection Policy	University Intranet
	E-Policy	University Intranet
	Ethics Policy	http://www.cranfield.ac.uk/about/policies/ethics_policy_2007.pdf
	Freedom of Information (FOI)	http://www.cranfield.ac.uk/legal/foi/
	Guidelines	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Internal Audit Follow Up	University Intranet
	Internal Audit Process	University Intranet
	Internet and Email Guidelines	University Intranet
	Standing Orders of The Council	Electronic
	Terms of Reference Audit Committee	Electronic
	Terms of Reference Finance Committee	Electronic

	Terms of reference Nominations Committee	Electronic
	Terms of Reference Remuneration Committee	Electronic
b	Procedures & Policies Relating to Academic Services	
	Additional Policies and Procedures	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Assessment Criteria for Taught Courses in Cranfield Health	Electronic
	Assessment Criteria for Taught Courses in CDS	Electronic
	Assessment Criteria for Taught Courses in School of Applied Sciences	Electronic
	Assessment Criteria for Taught Courses in School of Management	Electronic
	Assessment Strategy	Hard
	Codes of Practice	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Guidelines	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Regulations	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Regulations on Academic Matters	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Student VLEs	University Intranet
	Terms of Reference for Honorary Degrees Committee	Electronic
c	Procedures & Policies Relating to Student Services	
	Careers Service Careers policy	http://www.cranfield.ac.uk/careers/aboutus/index.jsp
	Careers Service Mission Statement	http://www.cranfield.ac.uk/careers/aboutus/page44335.jsp
	Careers Service Services for Students	http://www.cranfield.ac.uk/careers/aboutus/index.jsp
	Codes of Practice (see codes 3E/04,3R/04 and 3T/04 for appeals)	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Codes of Practice (see codes 8/05 for accreditation of prior learning)	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Codes of Practice (see Guideline on Entry qualifications for Higher Degrees in addition to Regulations)	http://www.cranfield.ac.uk/registry/cranfield/acstandards/general/university%20laws.jsp
	Complaints Procedure for addressing contraventions of the University's Code of Practice for Students on Harassment	University Intranet

	Cranfield Campus Student Accommodation	http://www.cranfield.ac.uk/students/life/accommodation/cranfield/index.jsp
	Disability Equality Scheme	http://www.cranfield.ac.uk/registry/cranfield/disability/files/student%20disability%20equality%20scheme.pdf
	Disability Equality Scheme Action Plan	http://www.cranfield.ac.uk/hr/diversity/disability-equality-scheme-action-plan.pdf
	Disability Equality Scheme Students	http://www.cranfield.ac.uk/about/policies/disability_equality_students.pdf
	Disability Policy	http://www.cranfield.ac.uk/registry/cranfield/disability/files/student%20disability%20policy.pdf
	Drugs and Alcohol Policy and Procedure for Students	University Intranet
	Dyslexia Policy	http://www.cranfield.ac.uk/registry/cranfield/disability/files/student%20dyslexia%20policy.pdf
	General Handbook for Students (includes Student Behaviour, Cheating & Plagiarism)	University Intranet
	Harrassment: Code of Practice and Complaints Procedure	University Intranet
	Illegal Drugs and Alcohol policy	University Intranet
	Information for Students with Disabilities	University Intranet
	Mental Health Policy	http://www.cranfield.ac.uk/academicservices/files/pviii.pdf
	Policy for Supporting Dyslexic Students and those with Specific Learning Difficulties	University Intranet
	Race Equality Action Plan with specific reference to students	University Intranet
	Shrivenham Campus	http://www.cranfield.ac.uk/students/life/accommodation/shrivenham/page1256.jsp
	Student Mental Health Implementation Procedure	University Intranet
d	Procedures & Policies relating to Human Resources	
	Additional Posts	
	Adoption - University Scheme	University Intranet
	Adoption Leave (Statutory)	University Intranet
	Appointments	University Intranet
	Attendance & Absence Policy & Procedure	University Intranet
	Closure Days	University Intranet
	Continuous Service Policy	University Intranet
	Dependant Leave	University Intranet
	Dignity at Work Policy	University Intranet
	Disability Equality Scheme with Specific Reference to Staff	http://www.cranfield.ac.uk/hr/diversity/disability%20equality%20scheme.pdf
	Disability Equality Scheme Action Plan	http://www.cranfield.ac.uk/hr/diversity/disability%20equality%20scheme%20action%20plan.pdf

	Disability Policy - Code of Practice	University Intranet
	Disciplinary Policy	University Intranet
	Diversity - Code of Practice on Valuing Diversity	University Intranet
	Drug & Alcohol Policy	University Intranet
	Emeritus Professors	University Intranet
	Employee Handbook	University Intranet
	Family Friendly Provisions	University Intranet
	Fixed Term & Temporary Workers	University Intranet
	Flexible Working Policy	University Intranet
	Flexible Working - Homeworking Policy	University Intranet
	Gender Equality Scheme	http://www.cranfield.ac.uk/hr/diversity/gender%20equality%20scheme.pdf
	Gender Equality Scheme Action Plan	http://www.cranfield.ac.uk/hr/diversity/gender%20equality%20scheme.pdf
	Gender Reassignment (Transsexual) Policy	University Intranet
	Grievance Procedure	University Intranet
	Holidays - Statutory & Customary	University Intranet
	Interview Boards - Minimum Constitution of	University Intranet
	Inventions, Patents And Intellectual Property Rights	University Intranet
	IVF Treatment	University Intranet
	Keeping in Touch Days Policy	University Intranet
	Leave - Other	University Intranet
	Long Service Award	University Intranet
	Maternity Provisions	University Intranet
	Maternity Leave - Statutory (2007)	University Intranet
	Maternity Leave - University Scheme (2007)	University Intranet
	Overseas Working Guidance	University Intranet
	Overtime	University Intranet
	Parental Leave Scheme	University Intranet
	Paternity Leave	University Intranet
	Paternity Leave (Statutory Adoption)	University Intranet
	Pay and Benefits	University Intranet
	Pay Framework	University Intranet
	Performance Development Review	University Intranet
	Probation	University Intranet
	Professional Conduct	University Intranet

	Promotion	University Intranet
	Race Equality Policy	University Intranet
	Redundancy & Redeployment	University Intranet
	Religion & Belief - Employment Equality Regulations	University Intranet
	Relocation	University Intranet
	Retirement	University Intranet
	Senior Appointments Committee Handbook	University Intranet
	Sexual Orientation - Employment Equality Regulations	University Intranet
	Sickness - See Attendance and Absence Policy	University Intranet
	Sick Pay Allowance	University Intranet
	Smoking Policy	University Intranet
	Staff Consultancies	University Intranet
	Statutory Adoption Leave	University Intranet
	Stress Prevention Policy	University Intranet
	Teacher and Academic Status	University Intranet
	Termination of Appointments	University Intranet
	Training	University Intranet
	University Financial Procedures	University Intranet
	University Paternity Leave (Adoption)	University Intranet
	University Safety Policy	University Intranet
	Visiting Posts	University Intranet
	Wellbeing	University Intranet
	Whistleblowing	University Intranet
e	Procedures & Policies Relating to Recruitment	
	Appointments	University Intranet
	Interview Boards - Minimum Constitution of	University Intranet
	Job Opportunities	http://www.cranfield.ac.uk/hr/jobopportunities/index.jsp
	Relocation	University Intranet
f	Code of Conduct for Members of Governing Bodies	
g	Equality & Diversity	
	Annual Diversity Report	http://www.cranfield.ac.uk/hr/diversity/page2629.jsp

	Dignity at Work - Harassment Complaints Procedure	University Intranet
	Dignity at Work Policy	University Intranet
	Disability and Learning Support information	http://www.cranfield.ac.uk/academicservices/cranfield/disability/
	Disability Equality Scheme	http://www.cranfield.ac.uk/academicservices/files/piii.pdf
	Disability Equality Scheme Action Plan	http://www.cranfield.ac.uk/hr/diversity/disability%20equality%20scheme%20action%20plan.pdf
	Disability Equality Scheme with Specific Reference to Staff	http://www.cranfield.ac.uk/hr/diversity/disability%20equality%20scheme.pdf
	Disability Policy	http://www.cranfield.ac.uk/academicservices/files/piii.pdf
	Disability Policy - Code of Practice	University Intranet
	Diversity - Code of Practice on Valuing Diversity	University Intranet
	Dyslexia Policy	http://www.cranfield.ac.uk/academicservices/files/piv.pdf
	Flexible Working - Homeworking Policy	University Intranet
	Flexible Working Policy	University Intranet
	Gender Equality Scheme	http://www.cranfield.ac.uk/hr/diversity/gender%20equality%20scheme.pdf
	Gender Equality Scheme Action Plan	http://www.cranfield.ac.uk/hr/diversity/gender%20equality%20scheme.pdf
	Gender Reassignment (Transsexual) Policy	University Intranet
	Mental Health Policy	http://www.cranfield.ac.uk/academicservices/files/pviii.pdf
	Race Equality Action Plan	http://www.cranfield.ac.uk/about/policies/race%20equality%20action%20plan%20-%20staff.pdf
	Race Equality Policy	http://www.cranfield.ac.uk/about/policies/race%20equality%20policy.pdf
	Religion & Belief - Employment Equality Regulations	University Intranet
	Sexual Orientation - Employment Equality Regulations	University Intranet
	Student Mental Health Implementation Procedures	University Intranet
	Wellbeing	University Intranet
h	Health & Safety	
	Accident etc Investigation	Electronic
	Asbestos: Policy for Management and Control	Electronic
	Carbon Management Plan	http://www.cranfield.ac.uk/about/csr/index.jsp
	Contractor Authorisation, Safety Certificate and Work Permits	Electronic
	Control of Contractors	Electronic
	CoSHH Risk Assessment	Electronic
	Environmental Aspects and Impacts Identification and Evaluation Policy	University Intranet

	Environmental Considerations for Contract Work	University Intranet
	Environmental Impact Statements	Electronic
	Environmental Manual	Electronic
	Environmental Policy	http://www.cranfield.ac.uk/about/policies/page1098.jsp
	Fire Safety, Responsibilities and Arrangements	Electronic
	General Risk Assessment	University Intranet
	Health and Safety Policy	http://www.cranfield.ac.uk/about/policies/page1101.jsp
	Investigation Reporting	University Intranet
	Laser Safety	Electronic
	Lone Working Policy and Guidance	Electronic
	Minutes of Cross Functional Implementation Team	Electronic
	Minutes of Senior Environmental Management Team	Electronic
	Minutes of University Health, Safety and Environment Committee	Electronic
	Nonconformity, Corrective and Preventive Action	University Intranet
	Occupational Health Policy	University Intranet
	Off-site Working	Electronic
	Organisation and Arrangements for Stress Prevention	Electronic
	Organisation and Arrangements for Student Safety	Electronic
	Organisation and Arrangements for the Management of Environment	Electronic
	Organisation and Arrangements for the Management of H&S	Electronic
	Organisation and Arrangements for the Management of Occupational Health	Electronic
	Portable Appliance Testing	University Intranet
	Pre-Employment Screening	Electronic
	Safety, Health & Environment Policies, Organisation and Arrangements	Electronic
	SHE Co-ordinators	University Intranet
	Spill/Leak Containment and Control	University Intranet
	Stress Prevention Policy	Electronic
	Student Project Work	Electronic
	The Control of Discharges to Sinks and Foul Drains	University Intranet
	The Management of Laboratory Waste	University Intranet
	Walkthrough Safety Inspection	University Intranet

	Working with Display Safety Equipment	University Intranet
i	Estate Management	
	Buildings and Infrastructure	
	Campus Asbestos Procedures	Electronic
	Carbon Management Programme, Case for Action	Electronic
	Carbon Management Plan	http://www.cranfield.ac.uk/about/csr/index.jsp
	Contractors Guidelines and Rules	Electronic
	Energy and Water	University Intranet
	Estates and Site Services Supplier Questionnaire	Electronic
	Estates Strategy	Hard
	Facilities Emergency Plan	Electronic
	Fire Manual	Electronic
	Hazardous Waste Disposal Guidelines	Electronic
	Permit to Work Procedures	Electronic
	Postal Services	University Intranet
	Property and Technical Services	University Intranet
	Responsibilities for Waste Recycling/Collection	Electronic
	Safe Working Procedures	Electronic
	Security Services	University Intranet
	Stores	University Intranet
	Telephone Services	University Intranet
	Transport Services	University Intranet
	Waste Management	University Intranet
j	Complaints Policy	
	Appeals Procedure re Freedom of Information Requests	http://www.cranfield.ac.uk/legal/foi/page20447.jsp
	Environmental Communications/Complaints	Electronic
	Grievance Procedure	University Intranet
	Health and Safety Alert Form	Electronic
	IT Department Complaints Procedure	Electronic
	Procedure for Dealing with Complaints from Students	Electronic
	Residential Services Service Level Statement Section 6 Feedback	Electronic

	Whistleblowing	University Intranet
k	Records Management & Personal Data Policies	
	Acceptable Use Policy for IT Systems	University Intranet
	Connecting to the IT Network Policy	University Intranet
	Data Back Up Policy	University Intranet
	Email Policy/Guidelines	University Intranet
	Information Security Penetration Testing Process	University Intranet
	Information Security Policy	University Intranet
	Network Password Policy	University Intranet
	Network Password Guidelines	University Intranet
	Phishing Guidelines	University Intranet
	Rules for the Use of Computer Facilities	University Intranet
	Secure Disposal Process	University Intranet
l	Research Policy & Strategy	
	Ethics Committee Audit	University Intranet
	Ethics Committee Background	University Intranet
	Ethics Committee Constitution	University Intranet
	Ethics Committee Terms of Reference	University Intranet
	Proposal for Cranfield University Research Ethics Committees	University Intranet
	Research Assessment Exercise 2008 (RAE 2008)	University Intranet
m	Charging Regimes & Policies	
	Charges for FOI requests are given at the beginning of this Scheme	
6	Lists and registers	
a	Information we are currently Legally Required to hold in Publicly Available Registers	
b	Asset Registers	
	Asset Registers and Disposals or Sale of University Property	University Intranet
	Title and Boundary Report	Electronic

	University Asset Register	University Intranet
c	Disclosure Logs	
d	Register of Gifts and Hospitality Provided to Senior Personnel	
e	Any Register of Interests Kept in the University	
	Criteria for Consent	University Intranet
	Introduction	University Intranet
	Joint Ventures of the University and Faculty Members	University Intranet
	Policy for Directorships, Consultancies & Remunerated Outside Work	University Intranet
	Register of Interests Council Members	Electronic
7	The Services we offer	
a	Prospectus	Electronic
	Course Fees	http://www.cranfield.ac.uk/students/funding/index.jsp_programme_fees.pdf
	For information on specific courses see Taught Courses below	
b	Services for outside bodies	
	NFLC Flying Laboratory	Electronic
c	Course Content	
	Module Descriptors are available for all taught courses on request	Electronic
	School of Management Executive Development	http://www.som.cranfield.ac.uk/som/p9270/Programmes-and-Executive-Development
	Short Courses/CPD	http://www.cranfield.ac.uk/short/
	Taught Courses	http://www.cranfield.ac.uk/students/courses/index.jsp
d	Welfare and Counselling	
	Family Support	http://www.cranfield.ac.uk/students/life/familysupport/index.jsp
	Guide to the Campus 2009-2010	Hard Copy
	Minutes of Meetings of the Amenities & Welfare Board	Electronic

	Out & About Monthly Newsletter	Hard Copy
	University Counselling Service	http://www.cranfield.ac.uk/students/life/healthwelfare/page7517.jsp
	University Counselling Service leaflets	Hard Copy
	University Counselling Service Report	Hard Copy
e	Health/ Medical	
	Health and Welfare	http://www.cranfield.ac.uk/students/life/healthwelfare/index.jsp
	Medical Care	http://www.cranfield.ac.uk/students/life/healthwelfare/page3933.jsp
	Medical Centre leaflets	Hard Copy
f	Careers	
	Careers Service Careers policy	http://www.cranfield.ac.uk/careers/aboutus/index.jsp
	Careers Service Mission Statement	http://www.cranfield.ac.uk/careers/aboutus/page44335.jsp
	Careers Service Services for Employers	http://www.cranfield.ac.uk/careers/employers/index.jsp
	Careers Service Services for Students	http://www.cranfield.ac.uk/careers/aboutus/index.jsp
	Careers Service Services for the University and its Staff	http://www.cranfield.ac.uk/careers/aboutus/index.jsp
g	Chaplaincy	
	Guide to the Campus 2009-2010	Hard Copy
	Out & About Monthly Newsletter	Hard Copy
	Places of Worship Cranfield Campus	http://www.cranfield.ac.uk/students/life/healthwelfare/page2586.jsp
	Places of Worship Shrivenham Campus	http://www.cranfield.ac.uk/students/life/healthwelfare/page2589.jsp
h	Services for which the University is entitled to recover a fee together with those fees	
i	Sports & Recreational Services	
	Cranfield Fitness Centre	http://www.cranfield.ac.uk/business/facilities/page43043.jsp
	Guide to the Campus 2009-2010	Hard Copy
	Out & About Monthly Newsletter	Hard Copy
	Sports Facilities Leaflets	Hard Copy
	Sport and Recreation	University Intranet
j	<u>Museums, libraries, special collections and archives</u>	

	Library	http://www.cranfield.ac.uk/library/
	Aerade	http://aerade.cranfield.ac.uk/
	Annual Report	http://www.cranfield.ac.uk/library/
	Copyright Advice	http://www.cranfield.ac.uk/library/cranfield/support/copyright/index.jsp
	Cranfield CERES	https://dspace.lib.cranfield.ac.uk/
	Electronic Resources	http://www.cranfield.ac.uk/library/cranfield/format/databasesaz/page40277.jsp
	e Journals	http://metalib.dmz.cranfield.ac.uk:9003/cranfield/az
	FYI. Library Newsletter	http://www.cranfield.ac.uk/library/cranfield/about/fyi/index.jsp
	Library Catalogue	http://unicorn.dmz.cranfield.ac.uk/uhtbin/webcat
	Lord Kings Norton Archive	http://www.cranfield.ac.uk/library/cranfield/about/archive/
	Mission Statement and Objectives	http://www.cranfield.ac.uk/library/page28623.jsp
	MIRC Website	http://www.som.cranfield.ac.uk/som/p12092/Knowledge/Management-Information-and-Resource-Centre
	Refworks	http://www.cranfield.ac.uk/library/cranfield/support/refworks/index.jsp
	Support Off-Site services	http://www.cranfield.ac.uk/library/cranfield/support/sos/index.jsp
k	Conferencing and Accommodation	http://www.cranfield.ac.uk/business/facilities/conferenceaccom/index.jsp
	Cranfield Campus Student Accommodation	http://www.cranfield.ac.uk/students/life/accommodation/cranfield/index.jsp
	Shrivenham Campus	http://www.cranfield.ac.uk/students/life/accommodation/shrivenham/page1256.jsp
	Mitchell Hall	
	Accommodation	http://www.mitchellhall.info/?page_id=9
	Banqueting	http://www.mitchellhall.info/?page_id=7
	Conferencing	http://www.cranfield.ac.uk/business/facilities/conferenceaccom/index.jsp
	Training Facilities	See Conferencing
	Weddings	http://www.mitchellhall.info/?page_id=7
I	Advice and Guidance	
	How to Apply	http://www.cranfield.ac.uk/students/applications/index.jsp
	Living and Studying at Cranfield University	http://www.cranfield.ac.uk/students/international/page1108.jsp
	Cost of Living	http://www.cranfield.ac.uk/students/funding/page19974.jsp
	UK/EU student funding	http://www.cranfield.ac.uk/students/funding/page9487.jsp

	International Student Funding	http://www.cranfield.ac.uk/students/funding/page9504.jsp
	PhD Studentships	http://www.cranfield.ac.uk/students/courses/page12180.jsp
	Expertise	http://www.cranfield.ac.uk/business/capabilities/page40270.jsp
	School of Applied Sciences	http://www.cranfield.ac.uk/sas/aboutus/staff/index.jsp
	Cranfield Health	http://www.cranfield.ac.uk/health/abouttheschool/people/index.jsp
	School of Management	http://www.som.cranfield.ac.uk/som/p600/People/Faculty
	School of Engineering see below:	
	Aerodynamics, Performance and Control Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/dynamicsimulationcontrol/index.html
	Aircraft Design Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/adg/page14164.jsp
	Applied Mathematics and Computing Group	http://www.cranfield.ac.uk/soe/departments/appliedmaths/amac/staff.jsp
	Crashworthiness, Impact & Structural Mechanics Group	http://www.cranfield.ac.uk/soe/departments/simd/structures/page18521.jsp
	Defence Human Factors Group	See Department of Systems Engineering & Human Factors
	Department of Air Transport	http://www.cranfield.ac.uk/soe/departments/airtransport/staff.jsp
	Department of Automotive Engineering	http://www.cranfield.ac.uk/soe/departments/automotive/index.jsp
	Department of Power and Propulsion	http://www.cranfield.ac.uk/soe/departments/powerpropulsion/page17254.jsp
	Department of Systems Engineering & Human Factors	http://www.cranfield.ac.uk/soe/departments/humanfactors/staff.jsp
	Driving Research Group	See Department of Systems Engineering & Human Factors
	Dynamics, Simulation and Control Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/dynamicsimulationcontrol/index.html
	Engineering Design Group	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/engineeringdesign/index.html
	Engineering Photonics Group	http://www.cranfield.ac.uk/soe/departments/engineeringphotonics/
	Flight Deck and Aviation Safety Group	See Department of Systems Engineering & Human Factors
	Fluid Mechanics and Computational Science Group	http://www.cranfield.ac.uk/soe/departments/aerospacesciences/fmacs/page11517.jsp
	FORCE (Flight Operations Research Centre of Excellence)	See Department of Systems Engineering & Human Factors
	MAG	http://www.cranfield.ac.uk/soe/departments/appliedmaths/mag/page15462.jsp
	Offshore Engineering and Naval Architecture Group	Now offshore renewable energy group
	Offshore Renewable Energy Group	http://www.cranfield.ac.uk/soe/departments/oep/oena/staff.jsp
	Passenger Safety Group	See Department of Systems Engineering & Human Factors
	Process Systems Engineering Group	http://www.cranfield.ac.uk/soe/departments/processsystems/pse/staff.jsp
	Space Research Centre	http://www.cranfield.ac.uk/soe/departments/aerospaceengineering/space/staff.jsp
	Cranfield Defence & Security see below:	http://www.cranfield.ac.uk/cds/staff/index.jsp

	Aeromechanical Systems Group	http://www.cranfield.ac.uk/cds/departments/desm/people/page24715.jsp
	Autonomous Systems Group	http://www.cranfield.ac.uk/cds/departments/does/staff.jsp
	Department of Applied Science, Security and Resilience	http://www.cranfield.ac.uk/dcmt/departments/dassr/people/index.jsp
	Department of Engineering Systems and Management see Aeromechanical systems group	http://www.cranfield.ac.uk/cds/departments/desm/people/index.jsp
	Department of Informatics and Sensors see Autonomous Systems Group	http://www.cranfield.ac.uk/dcmt/departments/does/staff.jsp
	Forum (Monthly newsletter of School of Management)	http://www.som.cranfield.ac.uk/som/p14252/Media-Relations-Office/Publications/Forum-Monthly-Newsletter
	Perspectives (in house magazine)	Hard Copy
	Management Focus (Magazine of Cranfield School of Management)	http://www.som.cranfield.ac.uk/som/p14251/Media-Relations-Office/Publications/Management-Focus-Magazine
	Knowledge into Action	http://www.som.cranfield.ac.uk/som/dinamic-content/news/Interactive_corporate_brochurev2/index.html
	School of Management News Releases	http://www.som.cranfield.ac.uk/som/som_applications/somapps/oecontent.aspx?pageid=14249&apptype=news
	School of Management Expert Comment	http://www.som.cranfield.ac.uk/som/p14319/Media-Relations-Office/Expert-Comment
	School of Management Annual Review	http://www.som.cranfield.ac.uk/som/dinamic-content/news/documents/reflections.pdf
	Knowledge Interchange	http://www.cranfieldknowledgeinterchange.com/
	Working with Cranfield University	http://www.cranfield.ac.uk/business/index.jsp
m	Local Campaigns	
n	Media Releases	
	News Headlines	http://www.cranfield.ac.uk/news/headlines/index.jsp
	Press Releases	http://www.cranfield.ac.uk/news/pressreleases/index.jsp
o	Cranfield Airport	http://www.cranfield.ac.uk/business/facilities/airport/index.jsp
p	Cranfield University Press	http://www.cranfield.ac.uk/press/index.jsp
q	Cranfield University Technology Park	http://www.cranfield.ac.uk/business/facilities/techpark/index.jsp
r	Cranfield University Business Incubation Centre	http://www.cranfield.ac.uk/business/facilities/cubic/index.jsp
s	Technical Facilities at Cranfield University	http://www.cranfield.ac.uk/business/capabilities/page40271.jsp
t	Alumni	http://www.cranfield.ac.uk/alumni/index.jsp

	Cranfield Management Association	http://www.cmaworld.org/
	ebulletins	http://www.cranfield.ac.uk/alumni/news/ebulletin/index.jsp
	ezines	http://www.cranfield.ac.uk/alumni/news/ezine/index.jsp
	In Touch Alumni Magazine	http://www.cranfield.ac.uk/alumni/news/intouch/index.jsp
u	Other	
	Car Parking Overview	University Intranet
	Motor Vehicle and Traffic Regulations 2007/08	University Intranet