



FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

Introduction

The following publication scheme is for Green Templeton College, a constituent college of the University of Oxford.

It is based on the latest guidance issued by the Information Commissioner's Office (ICO) and sets out what information the College publishes or intends to publish, how the information can be accessed and whether or not a charge will be made for it.

Structure

information is grouped into the following broad categories, which are taken from the ICO's 'Model Publication Scheme':

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer.

Information not included in the scheme

Information which falls into the following categories is not published as part of the scheme:

- the College does not hold the information
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible
- it would be impractical or resource-intensive to prepare the material for routine release.

Format

Almost all the information is available either on the College website or the University website and is signposted through appropriate links.

To read PDF documents you will need Adobe Acrobat Reader, which is free and available from [Adobe](#).

Other formats

If you would like this document, or any of the information it covers, in a more accessible format, please email foi@gtc.ox.ac.uk to discuss alternative ways in which the information may be made available.

Charges

Most of the information in the scheme can be downloaded from the College or University websites free of charge. The College reserves the right to make a small charge for printed copies of some documents available on the website or for documents only available in hard copy, to cover administrative costs.

Copyright

The copyright in this publication scheme and its contents is reserved to Green Templeton College.

Further information

If you have any queries about the information included within the scheme or wish to request information not available on the College website, please email foi@gtc.ox.ac.uk or write to the Information Officer who is responsible for maintaining and managing the scheme at: Green Templeton College, 43 Woodstock Road, Oxford OX2 6HG.

We also welcome suggestions as to how the scheme might be improved. Any questions, comments, or complaints about this scheme may be sent to the Information Officer at the email and postal addresses above.

Complaints

If you have any comments about this scheme or are not satisfied that information is being published in accordance with this scheme, you should contact the Information Officer in the first instance (email and postal addresses above).

If you are still dissatisfied, please write to the Head of House who will arrange for the matter to be reviewed internally.

Professor Denise Lievesley, CBE
Principal,
Green Templeton College
Woodstock Road,
Oxford, OX2 6HG

If, after the investigation of your complaint, you are still dissatisfied, you may refer your complaint to the Information Commissioner.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Review of the Publication Scheme

Green Templeton College will review the content and operation of the scheme and update it annually.

Updated August 2017

1. Who we are and what we do

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

A. Information relating to the legal and corporate status of the College

Green Templeton Charter and Statutes

http://www.gtc.ox.ac.uk/images/stories/policydocs/charter_statutes_oct2013.pdf

Green Templeton College Regulations

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

University of Oxford Statutes and Regulations

University of Oxford website: <http://www.admin.ox.ac.uk/statutes/regulations/>

B. College organisational and Committee structure

This information is set out in the College Charter and Statutes and College Regulations which can be found on the College website:

Charter and Statutes http://www.gtc.ox.ac.uk/images/stories/policydocs/charter_statutes_oct2013.pdf

Regulations http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

Statute 2 Governing Body

Statute 3 Meetings of Governing Body

Statute 4 Fellows

Statute 5 College Officers

Statute 6 Principal

Regulation 1 Conduct of business at Governing Body and committee meetings

Regulation 2 Committees of the Governing Body

Regulation 3 Officers of the College and Other post-holders

Regulation 4 Election to Governing Body Fellowships

Regulation 5 Responsibilities of Governing Body Fellows

Regulation 6 Election of other classes of Fellows

Regulation 7 Election of Principal

Regulation 8 The Common Room.

A list of College Committees can be found on the website here:

<http://www.gtc.ox.ac.uk/about-gtc/college-committees.html>

C. Approved minutes of Committee meetings:

Governing Body

Academic Committee

Building Committee

Development Committee

Fellowship Committee

General Purposes Committee

Human Resources Committee

Investment Committee

Remuneration Committee

Risk and Scrutiny Committee

Student Welfare Committee.

D. College-based academic activities:

Lectures and seminars

<http://www.gtc.ox.ac.uk/whats-on-calendar/lectures-seminars.html>

Academic projects

<http://www.gtc.ox.ac.uk/research-centres.html>

Online events calendar

<http://www.gtc.ox.ac.uk/whats-on-calendar.html>

E. Location of the College and its buildings

How to find us

<http://www.gtc.ox.ac.uk/contact.html>

Tour of the College

<http://www.gtc.ox.ac.uk/about-gtc/tour-the-college.html>

F. Contact details of administrative offices

Principal departments and main contacts

<http://www.gtc.ox.ac.uk/people/staff-departments.html>

G. The College Fellowship

Statute 4 Fellows

http://www.gtc.ox.ac.uk/images/stories/policydocs/charter_statutes_oct2013.pdf

College Fellowship overview

<http://www.gtc.ox.ac.uk/people/gtc-fellowship.html>

Fellows' listing

Governing Body Fellows

<http://www.gtc.ox.ac.uk/people/gtc-fellowship/governing-body-fellows.html>

Research Fellows

<http://www.gtc.ox.ac.uk/people/gtc-fellowship/research-fellows.html>

Senior Research Fellows

<http://www.gtc.ox.ac.uk/people/gtc-fellowship/senior-research-fellows.html>

Senior Visiting Research Fellows

<http://www.gtc.ox.ac.uk/people/gtc-fellowship/visiting-senior-research-fellows.html>

Visiting Research Fellows

<http://www.gtc.ox.ac.uk/people/gtc-fellowship/visiting-research-fellows.html>

Associate Fellows

<http://www.gtc.ox.ac.uk/people/gtc-fellowship/associate-fellows.html>

Honorary Fellows

<http://www.gtc.ox.ac.uk/people/honorary-fellowship/honorary-fellows.html>

Radcliffe Fellows

<http://www.gtc.ox.ac.uk/people/honorary-fellowship/radcliffe-fellows.html>

Emeritus Fellows

<http://www.gtc.ox.ac.uk/people/honorary-fellowship/emeritus-fellows.html>

H. GCR student representatives

List of GCR committee members

<http://www.gtc.ox.ac.uk/college-life/gcr-website.html>

GCR committee contact details

GCR website: <http://gtcgr.org/>

List of GCR societies

GCR website: <http://gtcgr.org/>

I. University of Oxford

About the University of Oxford

University website: http://www.ox.ac.uk/about_the_university/university_year/index.html

University Annual Review

University website: <http://www.ox.ac.uk/about/organisation/annual-review>

University Strategic Plan

University website: <https://www.ox.ac.uk/about/organisation/strategic-plan?wssl=1>

Conference of Colleges

Website: www.confcoll.ox.ac.uk

2. What we spend and how we spend it

Financial information relating to income and expenditure, and assets and liabilities.

A. Policies and procedures relating to the management of financial resources

College Financial Regulations

<http://www.gtc.ox.ac.uk/images/stories/policydocs/financeregs.pdf>

Statute 9 Financial Powers and responsibilities

http://www.gtc.ox.ac.uk/images/stories/policydocs/charter_statutes_oct2013.pdf

College Regulations

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

Regulation 2.09 General Purposes Committee

Regulation 2.11. Investment Committee

Regulation 2.12 Remuneration Committee

Regulation 2.13 Risk and Scrutiny Committee

B. Financial statements, budgets and resource planning

College Financial Regulations

<http://www.gtc.ox.ac.uk/images/stories/policydocs/financeregs.pdf>

Published accounts 2015-16

University website: http://d307gmaoxpdmsg.cloudfront.net/collegeaccounts1516/Green_Templeton.pdf

College fees and charges

University website: <http://www.ox.ac.uk/students/fees-funding/fees/college>

Salaries and benefits

University website: <http://www.admin.ox.ac.uk/finance/epp/payroll/scales/>

Pensions

University website: <http://www.admin.ox.ac.uk/finance/epp/pensions/>

C. Management of physical resources

College Financial Regulations

<http://www.gtc.ox.ac.uk/images/stories/policydocs/financeregs.pdf>

Building Committee - College Regulation 2.05

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

Accommodation and Rents 2017-18

<http://www.gtc.ox.ac.uk/college-life/facilities/accommodation-office/summary.html>

College fees and charges

University website: <http://www.ox.ac.uk/students/fees-funding/fees/college>

3. What our priorities are and how we are doing

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

A. Student admissions

Green Templeton

College admissions web pages

<http://www.gtc.ox.ac.uk/admissions.html>

College Scholarships and Awards

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards.html>

Scholarships for DPhil students

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards/for-dphil-students.html>

Scholarships for taught Masters students

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards/for-taught-masters-students.html>

Current scholarship holders

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards/current-scholarship-holders.html>

College Student Contract

<http://www.gtc.ox.ac.uk/images/stories/academic/sample-college-student-contract.pdf>

University of Oxford

University of Oxford Graduate Studies

www.graduate.ox.ac.uk

University of Oxford Graduate guide to colleges web page

<http://www.ox.ac.uk/admissions/graduate/colleges>

University of Oxford Graduate fees and funding

<http://www.ox.ac.uk/admissions/graduate/fees-and-funding>

College fees and charges

<http://www.ox.ac.uk/admissions/graduate/fees-and-funding/tuition-and-college-fees>

B. Student records

Breakdown of GTC students by subject

Hard copy on request. Email foi@gtc.ox.ac.uk

C. Discipline

College Regulation 11 College Disciplinary Code

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

College Regulation 16 Students: discipline

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

University Student Handbook

<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

D. Quality assurance

College Graduate Feedback questionnaire
Hard copy on request. Email foi@gtc.ox.ac.uk

Regulation 2.14 Student welfare committee
http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

Conference of Colleges Undergraduate and Postgraduate Academic Provision Report
Hard copy available from the Conference of Colleges.

4. How we make decisions

Decision making processes and records of decisions.

A. College Committees and terms of reference

Committees are listed on the College website at <http://www.gtc.ox.ac.uk/about-gtc/college-committees.html>

Regulation 1 Conduct of business at Governing Body and committee meetings
http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

Regulation 2 Committees of the Governing Body
http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

B. Approved minutes from College Committees

Governing Body
Academic Committee
Building Committee
Development Committee
Fellowship Committee
General Purposes Committee
Human Resources Committee
Investment Committee
Remuneration Committee
Risk and Scrutiny Committee
Student Welfare Committee.

C. The University

Governance Structure of the University
<https://www.ox.ac.uk/about/organisation/governance?wssl=1>

Governance Structure of the Conference of Colleges
www.confcoll.ox.ac.uk

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

A. College Governance

College Charter and Statutes

http://www.gtc.ox.ac.uk/images/stories/policydocs/charter_statutes_oct2013.pdf

College Regulations

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

College Financial Regulations

<http://www.gtc.ox.ac.uk/images/stories/policydocs/financeregs.pdf>

Complaints and Appeals on academic and other disciplinary matters:

Green Templeton

Student complaints policy

<http://www.gtc.ox.ac.uk/images/stories/policydocs/student-complaints-policy-approved-GB-190614.pdf>

GTC Staff Handbook

http://www.gtc.ox.ac.uk/images/Staff_Handbook_Oct2016.pdf

Oxford University

University student complaints and academic appeals

<https://www.ox.ac.uk/students/academic/complaints?wssl=1>

University staff handbook

University website: http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_support/

Conference of Colleges Appeal Tribunal

<https://weblearn.ox.ac.uk/access/content/group/test1-conf-coll/Public%20Documents/Appeal%20Tribunal/>

B. Employment policies and procedures

Employment Rights Statute 10 and Appendix

http://www.gtc.ox.ac.uk/images/stories/policydocs/charter_statutes_oct2013.pdf

University staff handbook

http://www.admin.ox.ac.uk/personnel/staffinfo/handbook_support/

General policies

These are all available to download as pdf documents from the website at this link:

<http://www.gtc.ox.ac.uk/about-gtc/policy-documents.html>

Academic Integrity Policy

Bribery and Fraud Policy

Conflict of Interest Policy and Procedure

Data Protection Policy

Equal Opportunities Policy

Information Security Policy

Use of Alcohol, Controlled Substances and Legal Highs Policy

Staff policies

These are all available to download as pdf documents from the website at this link:

<http://www.gtc.ox.ac.uk/about-gtc/policy-documents.html>

Alcohol, Drugs, and Substance Misuse Policy
Animals in the Workplace
Child Safeguarding
Children at Work
Confidentiality Policy
Contracts of Employment
Equality and Diversity Policy
Flexible Working Policy
Grievance Policy
Harassment Policy
Harassment Advisory Panel
Health and Safety Policy
Holidays
Hours of Work
Maternity Policy
Other Leave or Absence from Work
Overtime
Paternity Policy
Pension
Personal Telephone Call Policy
Probation
Recruitment and Selection Policy
Regrading Policy
Relocation Expenses Policy
Retirement Policy
Salaries
Security Protocol
Sickness Absence Policy
Staff Consultation and Information Policy
Staff Disciplinary Procedure
Staff Loans Policy
Staff Student Relationships Policy
Staff Smoking and Vaping Policy
Standards Policy
Stress Policy
Termination of Appointments by Notice
Use of Email and Internet Policy
Whistle Blowing Policy
Work Permits.

IT Policy

Hard copy on request. Email foi@gtc.ox.ac.uk

Library policy

Hard copy on request. Email foi@gtc.ox.ac.uk

Student policies

These are available to download as pdf document from the website at this link:

<http://www.gtc.ox.ac.uk/about-gtc/policy-documents.html>

Policy and Procedure on Student Concerns and Complaints
Student Anti-Bullying and Harassment Policy
Policy on referrals to SARC (Sexual Assault Referral Centre)

C. Student Admissions and welfare

Green Templeton

College admissions web pages

<http://www.gtc.ox.ac.uk/admissions.html>

College Scholarships and Awards

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards.html>

Scholarships for DPhil students

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards/for-dphil-students.html>

Scholarships for taught Masters students

<http://www.gtc.ox.ac.uk/admissions/scholarships-and-awards/for-taught-masters-students.html>

Student welfare webpages

<http://www.gtc.ox.ac.uk/college-life/student-welfare-committee.html>

College Regulation 2.14 Student Welfare Committee

http://www.gtc.ox.ac.uk/images/stories/policydocs/GTC_Regs_Jun_2016.pdf

Student Welfare Committee terms of reference and membership

<http://www.gtc.ox.ac.uk/about-gtc/college-committees/student-welfare-committee.html>

Disability and special needs

<http://www.gtc.ox.ac.uk/college-life/student-welfare-committee/disability-special-needs.html>

College Student Contract

<http://www.gtc.ox.ac.uk/images/stories/academic/sample-college-student-contract.pdf>

College Handbook

<http://www.gtc.ox.ac.uk/images/stories/policydocs/gtchandbook.pdf>

Oxford University

University of Oxford Graduate Studies webpages

http://www.ox.ac.uk/admissions/postgraduate_courses/index.html

University of Oxford Graduate Studies finances

<http://www.ox.ac.uk/admissions/graduate/fees-and-funding>

College fees and charges

<http://www.ox.ac.uk/admissions/graduate/fees-and-funding/tuition-and-college-fees>

Student financial information

<http://www.ox.ac.uk/students/fees-funding>

Student health and welfare

<https://www.ox.ac.uk/students/welfare?wssl=1>

University Access Guide for People with Disabilities

www.admin.ox.ac.uk/access

University Student Handbook

<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

6. Lists and registers

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

List of College accommodation and rental costs 2017-18

<http://www.gtc.ox.ac.uk/college-life/facilities/accommodation-office/summary.html>

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

A. Marketing and recruitment

Green Templeton

Green Templeton student admissions web pages

<http://www.gtc.ox.ac.uk/admissions.html>

Work for Green Templeton

<http://www.gtc.ox.ac.uk/about-gtc/work-for-gtc.html>

Oxford University

University of Oxford Graduate courses

<http://www.ox.ac.uk/admissions/graduate/courses>

University of Oxford graduate study web pages

<http://www.ox.ac.uk/admissions/graduate>

University of Oxford Guide to Graduate Colleges web page

<http://www.ox.ac.uk/admissions/graduate/colleges>

B. Academic Support Services

Green Templeton academic support

<http://www.gtc.ox.ac.uk/college-life/academic-support.html>

Graduation information

<http://www.gtc.ox.ac.uk/college-life/college-office/degree-days.html>

Sports facilities

<http://www.gtc.ox.ac.uk/college-life/social/sports.html>

Oxford University student information

<https://www.ox.ac.uk/students?wssl=1>

Funding

<http://www.ox.ac.uk/admissions/graduate/fees-and-funding>

C. IT provision and support

Green Templeton

IT staff contact details

<http://www.gtc.ox.ac.uk/college-life/library-and-information-services.html>

IT at GTC

<http://www.gtc.ox.ac.uk/college-life/library-and-information-services/information-technology-at-gtc.html>

University of Oxford

IT Rules

<http://www.it.ox.ac.uk/rules>

D. Accommodation

List of Green Templeton College accommodation and rental costs 2017-18

<http://www.gtc.ox.ac.uk/college-life/facilities/accommodation-office/summary.html>

Electronic versions of the following documents are available on request by emailing foi@gtc.ox.ac.uk:

Licence Agreement to occupy College Flat (template)

Tenancy Flat (Schedule)

Tenancy Norham Gardens (Schedule)

Licence Agreement to occupy College House (template)

Tenancy House (Schedule)

Tenancy House 9 Observatory Street (Schedule)

Licence Agreement to occupy Room (template)

Tenancy Ensuite (Schedule)

Tenancy Room (Schedule)

Rewley Abbey Court Licence Agreement

Rewley Abbey Court cleaning checklist

Job Description for Student Supervisors in off-site houses

Application Form for University single graduate housing

<http://www.admin.ox.ac.uk/graduateaccommodation/graduate/applicationprocess/>

E. Library services

Green Templeton

Library staff contact details

<http://www.gtc.ox.ac.uk/college-life/library-and-information-services.html>

Library

<http://www.gtc.ox.ac.uk/college-life/library-and-information-services/library.html>

Oxford University

University Library

<http://www.bodleian.ox.ac.uk/>

SOLO – Search Oxford Libraries Online

http://solo.bodleian.ox.ac.uk/primo_library/libweb/action/search.do

OXLIP+ <http://oxford1->

direct.hosted.exlibrisgroup.com/V/3BQYFFMDUGLED325Q6UI9DXH1MASEHEB4APG6KS9N2872F7GSP-02136?&pds_handle=GUEST

Copyright guidelines

<http://www.bodleian.ox.ac.uk/bodley/using-this-library/copyright>

Open Access Oxford

<http://openaccess.ox.ac.uk>

Research Data Oxford

<http://researchdata.ox.ac.uk>

F. Information for alumni

Development Office staff contact details

<http://www.gtc.ox.ac.uk/alumni-and-friends/about-the-development-office.html>

Alumni events list

<http://www.gtc.ox.ac.uk/alumni-and-friends/events-calendar.html>

How to support Green Templeton

<http://www.gtc.ox.ac.uk/alumni-and-friends/projects.html>

Oxford University alumni information

<http://www.alumni.ox.ac.uk/>

G. Communications and public relations

Communications Office contact details

<http://www.gtc.ox.ac.uk/news/communications.html>

Latest News

<http://www.gtc.ox.ac.uk/news/news-articles.html>

Green Templeton in the news (media coverage)

<http://www.gtc.ox.ac.uk/news/gtc-in-the-media.html>

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