

PART 2

Main categories

These nine main groups (and the classes within them) form the model publication scheme (MPS) for Higher Education. Churchill College has elected to adopt this scheme without modification. The nine main groups are in a logical order and no one single section has a higher status than another.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed.

The main groups of classes of information in the MPS are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. RESEARCH AND DEVELOPMENT
9. EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fits in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, i.e. paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

1. Governance

Introduction

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the College, which individual member of staff or group within the College is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	<p>This class contains information relating to how the College was established and its standing from the point of view of the law.</p> <p>College Charter, Statutes and Ordinances. The College Charter and Statutes were approved by the Queen in Council in August 1960; the College became an Approved Foundation in the University of Cambridge in October 1960 and received full College status in 1966.</p> <p>The Education (Listed Bodies) Order 1997. The College is recognised as a constituent college of the University of Cambridge and is authorised under the Education Reform Act 1988 to grant degrees.</p> <p>The Universities of Oxford and Cambridge Act 1923</p> <p>University of Cambridge Statutes and Ordinances</p>	<p>Paper format from Registrar Can be downloaded in pdf format from: http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p> <p>Available from The Stationary Office, PO Box 29, St. Crispins, Duke Street, Norwich, NR3 1GN and on HMSO website: www.legislation.hmso.gov.uk/acts.htm</p> <p>Available from Her Majesty's Stationery Office at: http://www.hmso.gov.uk/legislation/About_legislation.htm</p> <p>Available from the University of Cambridge website at: http://www.admin.cam.ac.uk/cam-only/univ/so/</p>	<p>£</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

1.2	Governance structure	<p>This class contains information relating to how the College's management structure is organised and the function and purpose of each part of the management structure.</p> <p>Statutes and Ordinances Statutory bodies consist of the Governing Body, College Council, Fellowship Electors and Investment Advisory Committee. The eligibility for membership, method of election and powers, and structure of the statutory committees are laid down in the Statutes and related Ordinances. These also include the duties and election to the office of Master and other College offices; the election and admission to Fellowships; the conduct, discipline, grievances and dismissal or removal of academic staff.</p> <p>College Regulations</p> <p>Names of the Fellows who form the Governing Body of the College are listed in a special number of the Cambridge University Reporter which is published at the start of each academic year.</p> <p>All College committees have adopted a code of conduct known as 'Goldie Rules'</p> <p>The structure of subsidiary committees, their membership, methods of election and powers and Terms of Reference, are laid down in Ordinances and associated Regulations</p> <p>Other committees supporting the statutory bodies include: Education Committee; Estates Committee; Finance Committee; House, Health and Safety Committee; Welfare Committee; Combined Common Rooms Finance Committee; Library</p>	<p>Paper format from Registrar Can be downloaded in pdf format from: http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p> <p>Paper format from Registrar</p> <p>Available from: http://www.admin.cam.ac.uk/reporter/ Paper copy from University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ</p> <p>Paper format from Registrar</p> <p>Committee membership details are available on College website at: http://www.chu.cam.ac.uk/ or in paper format from the Registrar</p>	<p>£</p> <p>£</p> <p>N/A</p> <p>£</p> <p>£</p>
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		<p>Committee; Archives Committee; Development Committee.</p> <p>Minutes of the Governing Body and College Council to which all other committee report. <i>Please note that the minutes will be edited to removed reference to individuals and commercially sensitive information.</i></p> <p>College Regulations: Regulation 9 College Council Business. Includes statement on conduct of the College Council, register of committees, terms of reference for College committees, calendar of major decisions.</p> <p>Appointments Committees are normally set up by the College Council and the procedure followed is laid down in Ordinances and Regulations</p> <p>Who's Who at Churchill. Names of members of the College's statutory bodies</p> <p><u>Cambridge University Reporter.</u> A list of Fellows of the College is provided at the start of each academic year in a special number of the Reporter.</p>	<p>Minutes for the previous three years are available in paper format from the Registrar, three months after date of meeting</p> <p>Paper format from the Registrar</p> <p>Paper format from the Registrar</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/whos_who/</p> <p>Available from: http://www.admin.cam.ac.uk/reporter/ Or from: University Press Bookshop, 1 Trinity Street, Cambridge, CB2 1SZ</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>N/A</p>
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1.3	How the College is organised	<p>This class contains information relating to how the individual units of the College are organised and where each unit fits in the overall structure of the institution.</p> <p>The committee structure within the College is described in Regulations</p> <p>The organisation of the support staff, key names and descriptions of the responsibilities of different units in the College are described on the College Web Site, in the Staff Handbook, and in the student handbooks (Pink Book and White Book). See also Human Resources below.</p> <p>College Statutes. Describe the functions and responsibilities of College Officers (Statutes VII – X)</p> <p>Job descriptions for college officers and post holders are published within Regulations. Other job descriptions available on request.</p> <p>The Education Provision of the Cambridge Colleges. Provides a descriptive account of the role of the Colleges as educational institutions in relation to individual students and to the University.</p>	<p>Paper format from the Registrar</p> <p>Paper format from Registrar; student books from: http://www.chu.cam.ac.uk/members/handbooks/ College web site at: http://www.chu.cam.ac.uk/</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p> <p>Paper format from Registrar</p> <p>Available at: http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>N/A</p>
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1.4	Information on the institutional context	<p>The College's mission statement is incorporated into the charter of the College (see 1.1). The College is currently developing a long term strategy.</p> <p>The quality assurance policies and learning and teaching strategy are under the University of Cambridge. '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 to the university.</p> <p>A review of the College's teaching and results is included in the Annual Report of the Senior Tutor to the Governing Body.</p>	<p>Paper format from Registrar</p> <p>Available at: http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p> <p>Annual report available in paper format from the Registrar</p>	<p>£</p> <p>N/A</p> <p>£</p>
1.5	Management structure	<p>The organisation of the support staff, key names and descriptions of the responsibilities of different units in the College are described on the College Web Site, in the Staff Handbook and in the student handbooks (Pink Book and White Book)</p> <p>The roles of senior managers are described in the job descriptions within Regulation 1 (for College Officers) and in personnel files for other managers.</p> <p>College Statutes. Describe the functions and responsibilities of College Officers (Statutes VII – X)</p>	<p>Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/</p> <p>Regulation 1 available in paper format from Registrar</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p>	<p>£</p> <p>£</p> <p>£</p>

2. Financial Resources

Introduction

This section covers information on the College's strategy and management of financial resources. The Bursary provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1	Finance	<p>The College's financial year runs from July – June. The budget is approved by the Governing Body in May. Management accounts are produced at a minimum each quarter. The budget is revised to first forecast in November and to second forecast in February / March. The detailed budget is not available for commercial reasons. A summary budget for income and expenditure is available.</p> <p>The College seeks competitive tenders on all building projects worth over £100,000, through quantity surveyors. All other goods and purchases are made directly, other than energy which is purchased in a consortium with other Cambridge colleges. This information is generally commercially sensitive and will not be available. Insurance is brokered jointly with the other Cambridge colleges. The College's public and employer's liability insurance is displayed on notice boards.</p> <p>Staff are offered membership of one pensions scheme which may be the Cambridge Colleges Federated Pension Scheme (CCFPS) or the Universities Superannuation Scheme (USS). There is also a stakeholder pension scheme available through Abbey plc</p> <p>Salaries and benefits are stated in job particulars for vacancies and benefits are stated in the Staff Handbook. Salaries for academic appointments are college officers are reported annually in Appendix 1A to Regulations</p>	<p>Paper format from Registrar</p> <p>Information about insurance can be obtained from the Registrar</p> <p>CCFPS: in paper format from the scheme administrator – Head of Pensions Administration, 10 Peas Hill, Cambridge, CB2 3PN USS: in paper format from USS or at: http://www.usshq.co.uk Staff handbook: http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf or paper format from Registrar</p>	<p>£</p> <p>£</p> <p>N/A</p> <p>N/A</p> <p>£</p>

		<p>College Financial Regulations College Statute XXX: Superannuation Scheme and Pensions (and Ordinance XVIII); College Statute XXXI: Benefactions; College Statute XXXII: Investment and Application of Capital Money College Statute XXXIII: Accounts and Audit</p>	<p>Paper format from Registrar Paper format from Registrar</p>	<p>£ £</p>
2.2	Resource planning	<p>This class includes information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.</p> <p>College Financial Regulations. Include: College funds; reporting and recording of donations; authorisation of expenditure; signatories of bank accounts; appointment of auditors; bankers, financial and investment advisors; cash holdings; expense claims; College debtors.</p> <p>Annual accounts are published within a special edition of the Cambridge University Reporter annually</p> <p>A summary budget is available from May each year in paper format only</p> <p>An annual budget and planning timetable is available in paper format only</p> <p>A mission statement / 'corporate plan' is given within the Founding Trust deed for the College. The College is currently developing a corporate plan. A ten year financial forecast is available on paper.</p> <p>There are three annual reports to the Governing Body: from the Bursar, the academic audit from the Senior Tutor and one from the Tutor for Advanced Students (graduate students). Sensitive or confidential information within these reports may be excluded.</p>	<p>Paper format from Registrar</p> <p>Paper format from Registrar or available from the Cambridge University Press. See also: http://www.admin.cam.ac.uk/reporter/</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p> <p>N/A</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

3. Human Resources

Introduction

This section covers information on the College's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

	Class	Description	Manner	Fee
3.1	Employment and employee relations	Statutes, Ordinances & Regulations. Set out procedures for the Appointment and Re-appointment of Academic Staff posts; salary information; discipline	Paper format from Registrar http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf	£
		Guidelines for Heads of Departments. Sets out procedures for the appointment on non-academic staff	Paper format from Registrar	£
		Equal Opportunities Policy. Sets out a statement of policy on the recruitment and selection, and the training and promotion of staff	Paper format from Registrar Details in Staff Handbook http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		General Regulations and Conditions of Employment of College Staff: Staff Handbook; Staff Induction Handbook	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		Churchill College adheres to University of Cambridge pay scale structure, information on which is given by the University Personnel Division.	Available from: http://www.admin.cam.ac.uk/offices/personnel/staff-guide/terms/pay.html	N/A

		Voluntary Recognition Agreement with the GMB Union	Paper format from Registrar	£
		Disciplinary Policy	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		Harassment Policy and Grievance Procedure	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		Health & Safety Policy and procedures. Sets out the responsibilities of the College, its members and staff, and the composition of the Health & Safety Committee.	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		Public Interest Disclosure Policy and procedures.	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		Employment Opportunities at Churchill College (non-academic)	Paper format from Registrar http://www.chu.cam.ac.uk/info/employment/	£
		Confidentiality policy; Data Protection policy; email and internet policy; part-time working policy; smoking policy	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
3.2	Equal opportunities	Equal Opportunity Policy. Sets out a statement of policy on the recruitment and selection, and the training and promotion of staff.	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf	£
		Equal Opportunities Policy: Legislative Statement	Paper format from Registrar	£
		Staff Handbook. Expands statement on Equal Opportunities.	Paper format from Registrar http://www.chu.cam.ac.uk/m	£

		<p>Participation in implementing the University's Race Equality Action Plan</p> <p>Race Equality Action Plan: sets out a statement of policy and procedure</p>	<p>embers/handbooks/Staff_Handbook.pdf</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar</p>	<p>£</p> <p>£</p>
3.3	Human Resources Strategy (Optional)	<p>This class sets out the general aims of the College, priority areas and plans for addressing them.</p> <p>Induction handbook. Sets out Aims and Objectives of Churchill College including statement on the College staff.</p>	<p>Paper format from Registrar</p>	<p>£</p>
3.4	Staff Development	<p>This class should include information on staff development and training, including induction programmes, probation and appraisal.</p> <p>Induction Checklist. Sets out list of topics to be included in an induction programme</p> <p>Induction handbook</p> <p>General Regulations & Conditions of Employment of College Staff. Set out policies and procedures relating to probation and appraisal of staff, including Annual Review Procedure</p> <p>Guidelines to Heads of Department. Set out policies and procedures relating to probation and appraisal of staff</p> <p>Statutes, Ordinances and Regulations. Set out appraisal and upgrade procedures for academic staff</p> <p>Training and Development Policy</p>	<p>Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

4. Physical Resources

Introduction

The Class in this section covers information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the College's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	Class	Description	Manner	Fee
4.1	Estates	<p>Site strategy was presented at public enquiry in 2001. The paper number is Appendix F to enquiry documents, 20th February 2001.</p> <p>There is no documented tendering policy. The College goes to competitive tender by invitation on all building projects over £100,000. Tender reports for projects completed at least two years previously are available for inspection.</p> <p>There is no documented catering policy. Risk assessments are held by the Catering and Conference Director and the Health and Safety Manager.</p> <p>The College negotiates catering supplies contracts by tender in a consortium arrangement with other Cambridge colleges. Lists of current preferred suppliers are available.</p> <p>Catering Facilities</p> <p>Catering at Churchill College 2003-4</p> <p>There is no documented cleaning policy. Risk assessments are held by the Housekeeper and the Health and Safety Manager.</p> <p>The College is currently developing a rolling long term maintenance programme for its estate.</p>	<p>Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/catering/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/useful_stuff/catering.shtml Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

		<p>Single location / Address of the College: Churchill College, Storey's Way, Cambridge, CB3 0DS</p> <p>Location map and site plan</p>	<p>Paper format from Registrar http://www.chu.cam.ac.uk/info/map_of_college.shtml</p>	£
		<p>Directions to Churchill College</p>	<p>Paper format from Registrar http://www.chu.cam.ac.uk/info/getting_to_college.shtml</p>	£
		<p>Churchill College Environmental Policy.</p>	<p>Available from: http://jcr.chu.cam.ac.uk/green/envpolicy.php</p>	£
		<p>The College's environmental policy (covering recycling and disposal) is also stated in Regulation 13.</p>	<p>Paper format from Registrar</p>	£
		<p>Fire Instructions Part II: Fire Prevention. Give policy on disposal of combustible waste and burning of waste.</p>	<p>Paper format from Registrar</p>	£
		<p>College Regulations: No. 15 College Property, Facilities and Resources [pending]</p>	<p>Paper format from Registrar</p>	£

5. Student Administration and Support

Introduction

This section contains information on how the College manages the administration and progression of its students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	<p>This class includes information on procedures and relevant statistics.</p> <p>Admissions information: student numbers by subject group</p> <p>'How to apply: what are the Admissions Tutors looking for?'</p> <p>University of Cambridge Disability Resource Centre. Compiles statistics on students with disability.</p> <p>University of Cambridge Student Records and Statistics Section.</p> <p>CamSIS: Common Student Information System in preparation by the University of Cambridge</p>	<p>http://www.chu.cam.ac.uk/admissions/undergraduates/place/student_numbers.shtml Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/how_to_apply/criteria.shtml Paper format from Registrar</p> <p>Available at: http://www.cam.ac.uk/cambuniv/disability/</p> <p>Available at: http://www.admin.cam.ac.uk/offices/students/</p> <p>Available at: http://www.camsis.cam.ac.uk/</p>	<p>£</p> <p>£</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
5.2	Student accommodation	<p>The White Book. Information on accommodation in College for undergraduates</p> <p>The Pink Book. Information on accommodation in College for postgraduates</p>	<p>Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/whitebook/</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/m</p>	<p>£</p> <p>£</p>

		<p>Code of Practice for those in College Accommodation</p> <p>Churchill College Admissions Information. 'The Life: accommodation – where would I live?'</p>	<p>embers/handbooks/pinkbook/</p> <p>Paper format from Registrar</p> <p>£</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/life/accommodation.shtml</p> <p>Paper format from Registrar</p> <p>£</p>	
5.3	Student administration	<p>This class includes information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves.</p> <p>Data Protection Policy. (Regulation 26)</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf</p> <p>Paper format from Registrar</p> <p>£</p>	
5.4	Student admission and registration	<p>This class includes information relating to the admission/registration of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the co-ordination of student funding arrangements and the division of responsibilities between central registry or equivalent and college/school/faculty staff.</p> <p><u>The Educational Provision of the Cambridge Colleges.</u> Provides a descriptive account of the role of the Colleges as educational institutions in relation to individual students and to the University, and includes general information on their responsibilities for admissions and the administration of a student's progress from matriculation to graduation.</p> <p>Information on courses offered by the college for undergraduates and graduates, admission requirements, how to apply, and costs.</p>	<p>Available from:</p> <p>http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p> <p>http://www.chu.cam.ac.uk/admissions/</p> <p>Paper format from Registrar</p> <p>£</p>	<p>N/A</p> <p>£</p>

		<p>College Admissions Prospectus</p> <p>Guide to Courses at Cambridge University</p> <p>Cambridge University Undergraduate Prospectus provides further information on courses offered and admissions policies.</p> <p>Cambridge University Graduate Prospectus provides further information on courses offered and admissions policies.</p>	<p>Brochure (on request)</p> <p>Available from: http://www.cam.ac.uk/cambuniv/guide/</p> <p>Available from: http://www.cam.ac.uk/cambuniv/ugprospectus/index.html Paper copy available from: Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>Available from: http://www.admin.cam.ac.uk/univ/gsprospectus/ Paper copy available from: Admissions Office, The Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP</p>	<p>Free</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students.</p> <p>Student handbooks (the White Book, the Pink Book). Policy on Discipline</p> <p>College Regulations and Appendices. Codes of Conduct.</p> <p>Student Handbooks. Procedure for dealing with comments, suggestions and complaints from students</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/ Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/handbooks/ Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p>
5.6	Student learning support services	<p>This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also appear in the Student Handbook and Prospectus in some form.</p>		

		<p><u>The Educational Provision of the Cambridge Colleges.</u> Provides a descriptive account of the role of the Colleges as educational institutions in relation to individual students and to the University, and includes general information on their role in relation to the academic progress and welfare of their students.</p>	<p>Available from: http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p>	N/A
		<p>Senior Tutors' Committee guidelines and good practice papers: Tutors [giving information on support provided by, and responsibilities of, tutors in Colleges]; Tutorial Provision for graduates in Colleges; Personal Development, including guidance on careers, transferable skills and progress files; personal development planning.</p>	<p>Available from: http://www.admin.cam.ac.uk/committee/seniortutors/</p>	N/A
		<p>Student handbooks. Provide information on support offered by tutors.</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/ Paper (on request)</p>	£
		<p>Personal development planning advice</p>	<p>http://www.chu.cam.ac.uk/members/useful_stuff/careers_skills_progress.shtml Paper format from Registrar</p>	£
		<p>Student handbooks: 'Your progress file and personal development planning'</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/ Paper format from Registrar</p>	£
		<p>Churchill College Admissions Information: Disability</p>	<p>http://www.chu.cam.ac.uk/admissions/undergraduates/special_cases/disability.shtml Paper format from Registrar</p>	£
		<p>University Admissions Guidance and Advice for Admissions Tutors and Departments concerning undergraduate applicants with additional support requirements because of disability, August 2000</p>	<p>http://www.chu.cam.ac.uk/admissions/undergraduates/special_cases/university_disability_admissions_guidance.shtml Paper format from Registrar</p>	£

5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <p>Register of Committees and Terms of Reference, setting out committees with junior member representation</p> <p>List of committees with student representation</p> <p>Churchill College Members' information: procedure for dealing with comments, suggestions and complaints from students</p> <p>Information on the Education Committee: including 'The Education Committee and Student Representation on the Committee' and 'Job Description for Student Representatives on the Committee'</p>	<p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/useful_stuff/complaints.shtml#COLLEGE</p> <p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/useful_stuff/complaints.shtml</p> <p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/committees/education/</p> <p>Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
5.8	Student policies	<p>This class includes a guide to all student policies issued by the College:</p> <p>Student handbooks. Provides codes of practice / statements on Electrical Safety, Drugs, Alcohol Excess, Harassment and Bullying.</p> <p>See also 5.5 for policy on discipline</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/</p> <p>Paper format from Registrar</p>	<p>£</p>
5.9	Student welfare	<p>Churchill College Members' Information: 'Useful Stuff'. With information on personal problems, careers, writing a CV, funding.</p> <p>Churchill College Admissions Information. 'The Life' includes information on: Counselling and Welfare; Chapel and religion; health.</p> <p>University Counselling Service</p>	<p>http://www.chu.cam.ac.uk/members/useful_stuff/</p> <p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/life/</p> <p>Paper format from Registrar</p> <p>Available from:</p>	<p>£</p> <p>£</p> <p>N/A</p>

		<p>Churchill College Library: useful books. Lists of books on personal matters, job opportunities, further study, raising money, sponsorship, how to teach, how to work and write.</p> <p>Student handbooks for information on sport and recreational activities</p> <p>Churchill College Members' Information: Clubs and Societies. Summary information and links to individual web sites</p> <p>Churchill College Admissions Information, 'The Life'. Includes information on student activities, clubs and societies</p>	<p>http://www.counselling.cam.ac.uk/geninfo.html</p> <p>http://www.chu.cam.ac.uk/members/library/useful.shtml Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/handbooks/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/clubs/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/life/ Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
5.10	Student associations and activities (Optional, but strongly recommended¹)	<p>This class contains information relating to the operation and activities of the Students Union and other clubs, associations and non-academic activities that are organised for or by the students.</p> <p>See 5.9</p> <p>JCR website including constitution, committee details and information on clubs and societies</p> <p>MCR website including constitution, committee details, procedures and information on clubs and activities</p> <p>Students' Association Officers are listed on the JCR and MCR web sites (see above)</p> <p>Student Clubs: Provides information on clubs set up by students at</p>	<p>http://jcr.chu.cam.ac.uk/ Paper format from Registrar</p> <p>http://mcr.chu.cam.ac.uk/tiki-view_articles.php Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/m</p>	<p>£</p> <p>£</p>

¹ It is likely in almost all cases that institutions will have some degree of responsibility and liability for Student Unions, similar associations and organisations and ensuring they are properly run.

		the College. Listed on the College web site with links to web sites run by individual clubs	embers/clubs/ Paper format from Registrar	£
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6. Information Services

Introduction

This section covers those functions within the College that provide access to information for the student body and both academic and administrative staff. These comprise the library, computing service, the College archive and the Churchill Archives Centre.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	Information in these classes provides details about who can access systems and services and the facilities that they can access. They provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, mail spamming of an external site) are appropriately dealt with.		
		Library opening hours, access arrangements, regulations, wireless LAN. Library printed booklet; library website	http://www.chu.cam.ac.uk/members/library/home.shtml Paper format from Registrar	£
		Computing Facilities Introductory Booklet, includes rules for use of facilities, statements on Software Copyright and Confidentiality of Information, Data Protection, breaches of the rules, Cambridge JANET traffic accounting data	http://www.chu.cam.ac.uk/members/computing/publications/Introductory_Booklet.shtml Paper format from Registrar	£
		Churchill Network traffic - MRTG (Multi Router Traffic Grapher) Graph	http://www-netdiv.csx.cam.ac.uk/cgi-bin/mrtg-rrd.cgi/route-west-2.cam.ac.uk.port3-10.html	N/A
		Acceptable use policies of JANET, University Data Network and rules laid down by the IT Syndicate.	Link provided at: http://www.chu.cam.ac.uk/members/computing/www_rules.shtml	N/A
		The College Archive preserves records of College administration from the foundation of the College in 1958. The website gives opening hours and access conditions.	http://www.chu.cam.ac.uk/archives/college/ Paper format from Churchill	£

		<p>'Using Churchill Archives Centre': details on access, search room rules, hours of opening, security, copying and copyright, media users, publication, finding aids, accommodation, appointments, research and catering.</p> <p>Churchill Archives Centre Freedom of Information Policy</p> <p>'Preserving a Heritage of Greatness' Churchill Archives Centre printed leaflet including access details and opening times.</p> <p>Staff handbook: General Regulations section on Electronic Mail and Internet</p>	<p>Archives Centre http://www.chu.cam.ac.uk/archives/visiting/ Paper format from Churchill Archives Centre</p> <p>Paper format from Churchill Archives Centre http://www.chu.cam.ac.uk/archives/collections/Fol.shtml</p> <p>Paper format from Churchill Archives Centre</p> <p>http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
6.2	Mission statements and related documents	<p>This class includes information regarding the aims of the information departments in the context of their place in the College, a definition of the services provided and, where appropriate, service level agreements.</p> <p>Churchill Archives Centre Mission Statement</p> <p>Churchill College Archives website general information</p> <p>Churchill College student handbooks (Pink Book and White Book) give information on the functions of the College Library</p> <p>Computing in Churchill. Website general information</p>	<p>http://www.chu.cam.ac.uk/archives/about/mission.shtml Paper format from Churchill Archives Centre</p> <p>http://www.chu.cam.ac.uk/archives/college/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/handbooks/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/computing/ Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>

		Staff induction handbook. Gives functions of all College departments, including Computing, Library and the Churchill Archives Centre and their context with the College.	http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf Paper format from Registrar	£
6.3	Policies with regard to data and information	<p>Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the College, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.</p> <p>Computer Facilities Introductory booklet. Data Protection statement; Software Copyright and Confidentiality of Information.</p> <p>Staff handbook: general regulations. Confidentiality Policy and Data Protection statements</p> <p>Churchill Archives Centre and College Archive Disaster Plan. (Some information in this document will not be published).</p> <p>Churchill Archives Centre security statement</p> <p>Code of Practice for use of closed circuit TV cameras</p> <p>College data retention and disposition policy, in preparation.</p>	<p>http://www.chu.cam.ac.uk/members/computing/publications/Introductory_Booklet.shtml Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/handbooks/Staff_Handbook.pdf Paper format from Registrar</p> <p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/archives/visiting/#security Paper format from Churchill Archives Centre</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar (when available)</p>	£ £ £ £ £ £
6.4	Procurement and disposal policies	<p>Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the College is making correct and appropriate use of funds.</p> <p>Churchill Archives Centre Collections Policy</p>	http://www.chu.cam.ac.uk/archives/about/collecting.shtml	

		Churchill Archives Centre conservation and preservation information	Paper format from Churchill Archives Centre http://www.chu.cam.ac.uk/archives/conservation/	£
		Library Collection Policy (including disposal policy)	Paper format from Churchill Archives Centre http://www.chu.cam.ac.uk/members/library/policy.shtml	£
			Paper format from Registrar	£
6.5	Scope of collections held	'Finding a Book': Guide to Library Catalogue / Collections	http://www.chu.cam.ac.uk/members/library/#FIND	£
		Guide to the Library 'Finding a book in the library': with details on book classification and library catalogues.	Paper format from Registrar	£
		College Archives Guide to Holdings	http://www.chu.cam.ac.uk/archives/college/	£
		College Archives catalogue	Paper format from Churchill Archives Centre	£
		Churchill Archives Centre Guide to Collections	http://www.chu.cam.ac.uk/archives/collections/	£
		Online catalogue of the Churchill Papers	http://www.chu.cam.ac.uk/churchill_papers/	£
		Guide to the Papers of Margaret Thatcher	http://www.chu.cam.ac.uk/archives/collections/thatcher.shtml	£

		<p>Detailed hard copy catalogues for individual collections</p> <p>Online catalogues via Janus web portal: The Janus webserver contains catalogues and finding aids to archives and manuscripts held in Cambridge including an increasing number of Churchill Archives Centre catalogues, including the Enoch Powell Papers.</p>	<p>Paper format from Churchill Archives Centre</p> <p>Paper format from Churchill Archives Centre</p> <p>Available at: http://janus.lib.cam.ac.uk/</p>	<p>£</p> <p>£</p> <p>N/A</p>
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7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the College, including mechanisms for reviewing and ensuring the quality of teaching provided.

The Colleges and the University work closely together on all matters of common interest affecting the education of students and the pursuit of scholarship and research, and teaching is shared between them. Therefore this section should be read in conjunction with the University's publication scheme, available from The Administrative Secretary, The Old Schools, Trinity Lane, Cambridge, CB2 1TN.

	Class	Description	Manner	Fee
7.1	Academic year dates	<p>This class includes information on the dates for the current academic year as well as future academic years (as far as is known).</p> <p>Dates for current academic year are available in student handbooks.</p> <p>University of Cambridge Term dates. Lists current year and next 15 years.</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/pinkbook/ Paper format from Registrar</p> <p>Available from: http://www.cam.ac.uk/cambuniv/termdates.html</p>	<p>£</p> <p>N/A</p>
7.2	Internal review information	<p>This class includes information about the College's internal quality audit programmes and annual review. It also includes information on the College's internal procedures for assuring academic quality and standards.</p> <p>'The Educational Provision of the Cambridge Colleges'. Document produced by the Senior Tutors' Committee .</p> <p>University of Cambridge Institutional Audit. Latest QAA report.</p> <p>University of Cambridge Quality Assurance Guide</p>	<p>Available from: http://www.admin.cam.ac.uk/committee/seniortutors/guidelines/stc_educational_provision.pdf</p> <p>Available from: http://www.qaa.ac.uk/revrep/instrev/Cambridge/summary.htm</p> <p>Available from:</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

			http://www.admin.cam.ac.uk/offices/education/quality/qaguide/	
7.3	Graduation information (Optional)	<p>This class includes information on attendance and ticketing for all students (includes undergraduates and postgraduates), with dates and details of ceremonies for the current academic year.</p> <p>Termly diaries of events. Include dates of degree congregations.</p> <p>University Reporter gives dates of degree congregations for current academic year.</p>	<p>Paper format from Registrar</p> <p>Available from: http://www.admin.cam.ac.uk/reporter/</p>	<p>£</p> <p>N/A</p>
7.4	Honorary degrees (Optional)	<p>This class includes, e.g. information on awards, policies, procedures and ceremonies.</p> <p>University of Cambridge information on honorary degrees.</p>	<p>Available at: http://www.admin.cam.ac.uk/univ/degrees/honorary/</p>	N/A
7.5	Information on the institution's internal procedures for assuring academic quality and standards	<p>This class includes information relating to all levels in the College.</p> <p>'The Churchill Perspective on Language Teaching': information on the in-house language programme for students and staff offered by the College</p> <p>Course descriptions and subject pages</p> <p>College Regulations: No.12 Academic Provision for Students, including information on change of course and the following Codes of Practice: Examinations Failure; Dealing with Persistent Failure to attend Supervisions; Dealing with Students making insufficient Academic Progress; Establishment of a Teaching Need; Degrading.</p>	<p>http://www.chu.cam.ac.uk/admissions/undergraduates/work/language_learning.shtml Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/courses/ Paper format from Registrar</p> <p>Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p>

		<p>Student handbooks include information on vacation travel and employment during term time</p> <p>College website 'Useful Stuff' pages: guidance on 'What to do if you're concerned the academic guidance you're getting isn't satisfactory'; and 'What Tutors, Directors of Studies and Supervisors are supposed to do.'</p> <p>Procedure for dealing with comments, suggestions and complaints from students</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/useful_stuff/work/ Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/members/useful_stuff/complaints.shtml Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p>
7.6	Qualitative data on the quality and standards of learning and teaching	<p>This class includes information on quality and standards of learning and teaching.</p> <p>University of Cambridge Careers Service web site</p> <p>University of Cambridge Teaching and Learning Strategy 2002-2005</p> <p>The Churchill Review: annual review of College events including record of College and University Awards and news of and by members</p>	<p>Available at: http://www.careers.cam.ac.uk/</p> <p>Available at: http://www.admin.cam.ac.uk/offices/education/strategy/details.html</p> <p>Paper format from Registrar</p>	<p>N/A</p> <p>N/A</p> <p>£</p>
7.7	Staffing structure of schools/ departments	<p>This class includes information about staff roles within schools and departments together with organisational charts.</p> <p>Who's Who at Churchill: list of Fellows and teaching staff</p> <p>List of Fellows and subjects</p>	<p>http://www.chu.cam.ac.uk/members/whos_who/ Paper format from Registrar</p> <p>Paper format from Registrar)</p>	<p>£</p> <p>£</p>

		<p>Induction handbook. Gives list of central College posts and College staff</p> <p>'Courses you can take at Churchill': individual subject web pages with links to departmental web sites</p>	<p>Paper format from Registrar £</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/courses/</p> <p>Paper format from Registrar £</p>
7.8	Student assessment strategy	<p>This class includes information on the regulations and/or policy governing student assessment. Further information regarding appointment of Exam Boards, External Examiners and relevant codes of practice, e.g. those of the QAA.</p> <p>The University of Cambridge Board of Examinations is responsible for the organisation of all University Examinations, including timetables, the appointment of examiners and examination regulations.</p> <p>Code of Practice on Examination Failure and Appeals; Code of Practice on Examination Warnings</p>	<p>For information contact the Board of Examinations, 10 Peas Hill, Cambridge, CB2 3PN</p> <p>http://www.admin.cam.ac.uk/offices/exams/</p> <p>Paper format from Registrar Or available in student handbooks from: £</p> <p>http://www.chu.cam.ac.uk/members/handbooks/</p>
7.9	Tuition fees	<p>This class includes information relating to tuition fees for UK students, EU students and other international students. Information on when tuition fees will be payable and how to pay.</p> <p>Student handbooks: financial arrangements section, plus information on sources of additional funding within College</p> <p>Admissions information: 'The Cost' (including fees and financial assistance for international students)</p>	<p>http://www.chu.cam.ac.uk/members/handbooks/whitebook/</p> <p>Paper format from Registrar £</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/cost/</p>

		<p>'A Churchill Perspective on Costs'</p> <p>Cambridge University Undergraduate Prospectus provides further information on university and college fees for home / EU and international students</p> <p>Cambridge University Graduate Prospectus provides further information on university and college fees for home / EU and international students</p> <p>College Regulations and Appendices No. 8: Scholarships, Prizes, Sizarships, Bursaries and Studentships; College Regulation and Appendices No. 9: Fees, Dues, Charges and the College Account of Student Members</p>	<p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/cost/churchill_perspective/</p> <p>Paper format from Registrar</p> <p>Available from: http://www.cam.ac.uk/cambuniv/ugprospectus/index.html</p> <p>Paper copy available from: Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>Available from: http://www.admin.cam.ac.uk/univ/gsprospectus/</p> <p>Paper copy available from: Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>N/A</p> <p>N/A</p> <p>£</p>
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8. Research and Development

Introduction

This section covers information relating to the College's management and funding of its research activities – it does not include the actual results or data from research undertaken. It should also be noted that in some cases information that reveals the identity of those involved in the research process maybe exempt from publication for health and safety reasons.

	Class	Description	Manner	Fee
8.1	Committees	<p>Statutes, Ordinances and Regulations. Gives information on Fellowship Electors (see especially Junior Research Fellowships)</p> <p>University of Cambridge Research web pages</p>	<p>Paper format from Registrar http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p> <p>Available at: http://www.cam.ac.uk/cambuniv/research.html</p>	<p>£</p> <p>N/A</p>
8.2	Funding	<p>This class contains information on what research is funded, where from and on what terms.</p> <p>College Regulations, giving stipends and allowances of Fellows.</p> <p>University of Cambridge Research web page</p>	<p>Paper format from Registrar</p> <p>http://www.cam.ac.uk/cambuniv/research.html</p>	<p>£</p> <p>N/A</p>
8.3	Research Policies	<p>Information included in this class includes policies relating to fraud, ethical conduct and relevant codes of practice.</p> <p>'Churchill College in the 21st Century: Plans, Priorities and Partnership'</p> <p>Staff induction handbook: Aims and Objectives of Churchill College</p> <p>Statutes, ordinances and regulations: Statute XIX.11: 'in all things endeavour to promote learning and advance knowledge'</p> <p>Guide to quality assurance and enhancement of teaching, learning</p>	<p>Brochure (on request) http://www.chu.cam.ac.uk/info/ppp/</p> <p>Paper format from Registrar</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/members/useful_stuff/Statutes_and_Ordinances_2001.pdf</p> <p>Available from:</p>	<p>Free</p> <p>£</p> <p>£</p> <p>N/A</p>

		and assessment. University of Cambridge.	http://www.admin.cam.ac.uk/offices/education/quality/qguide/	
		University of Cambridge Policy on Intellectual Property	Available from: http://www.rsd.cam.ac.uk/policy/ip.html	N/A
		College Research information web page	http://www.chu.cam.ac.uk/research/ Paper format from Registrar	£

9. External Relations

Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of their nature, most institutions will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

	Class	Description	Manner	Fee
9.1	Alumni (Optional)	<p>The College places great importance in keeping in touch with its former staff and students and keeping them up to date with events within their former college. The information within this class details how this relationship is fostered and maintained.</p> <p>Churchill Review: Annual review of events in College, reports from College Officers, Fellows, staff and various committees reporting on the activities and business of the College over the previous year.</p> <p>Newsletter: brief bi-annual update on events and news.</p> <p>The Constitution of the Churchill College Alumni Association.</p> <p>Alumni Events: dates and information</p> <p>University of Cambridge alumni information</p>	<p>Paper, available for current year. Reviews for previous years may be consulted in the College Archive.</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/alumni/newsletter/</p> <p>Paper format from Registrar http://www.chu.cam.ac.uk/alumni/association_constitution.shtml</p> <p>http://www.chu.cam.ac.uk/info/events/</p> <p>Paper format from Registrar</p> <p>Available at: http://www.foundation.cam.ac.uk/pages/page02.cfm</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>N/A</p>

9.2	Community Liaison (Optional)	<p>This class contains information about the College's relationship with its local community. The information included within this class represents the College's approach to maintaining and fostering that relationship.</p> <p>Staff Induction Handbook: Aims and Objectives</p> <p>Churchill Archives Centre Education resources: information on education and outreach provision. Includes 'The Churchill Era': educational resource pages.</p> <p>Community Activity Inventory (annual)</p>	<p>Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/archives/education/</p> <p>Paper format from Registrar</p> <p>The Churchill Era web pages are available at: http://www.chu.cam.ac.uk/churchill_era/</p> <p>Paper format from Registrar</p>	<p>£</p> <p>£</p> <p>£</p>
9.3	Fundraising (Optional)	<p>Information included within this class relates to the activities undertaken by the College to raise additional revenue to that provided by its main funding bodies.</p> <p>Churchill College in the 21st Century: Plans, Priorities, Partnership [with information on donations and how to give]</p> <p>The Tizard New Opportunities Fund</p> <p>Churchill Archives Centre: Friends of the Archives Centre Appeal</p>	<p>Brochure (on request) http://www.chu.cam.ac.uk/info/ppp/</p> <p>Brochure (on request)</p> <p>Hard copy from Archives Centre or details from http://www.chu.cam.ac.uk/archives/about/friends.shtml</p>	<p>Free</p> <p>Free</p> <p>Free</p>
9.4	Government and Regulator relations	<p>This class relates to the information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing.</p> <p>Abstracts of accounts sent annually to the Vice-Chancellor of the University of Cambridge; published in the Cambridge Reporter.</p>	<p>Available from Cambridge University Press and at: http://www.admin.cam.ac.uk/reporter</p>	<p>N/A</p>

9.5	Marketing recruitment and	<p>This class includes publications relating to student recruitment (UK and international) including the college prospectus. It also includes information related to the learning experience. There is some overlap with Student Administration and Support.</p> <p>Undergraduate admissions information / prospectus: Information includes the admissions process, how to apply, courses offered, costs, College life and work.</p> <p>Graduate admissions information</p> <p>Cambridge University Undergraduate Prospectus provides information on courses offered, the Colleges, entry requirements, the applications and admissions process, and FAQ's.</p> <p>Cambridge University Graduate Prospectus provides information on courses and subjects, the Colleges, entry requirements, costs and funding, the applications and admissions process, and FAQ's.</p> <p>College Open Days</p> <p>Open Days & Events within the University of Cambridge.</p>	<p>Paper format from Registrar http://www.chu.cam.ac.uk/admissions/undergraduates/</p> <p>£</p> <p>http://www.chu.cam.ac.uk/admissions/advanced_students/</p> <p>Paper format from Registrar</p> <p>£</p> <p>Available from: http://www.cam.ac.uk/cambuniv/undergrad/ Cambridge Admissions Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>N/A</p> <p>Available from: http://www.admin.cam.ac.uk/univ/gspectus/ Paper copy available from: Admissions Office, The Board of Graduate Studies, PO Box 338, Cambridge, CB2 1YP</p> <p>N/A</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/open_days/</p> <p>Paper format from Registrar</p> <p>£</p> <p>Available from: http://www.cam.ac.uk/cambuniv/ugprospectus/index.html Paper copy available from: Cambridge Admissions</p> <p>N/A</p>	
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		<p>'How to apply: what are the Admissions Tutors looking for?'</p> <p>For other information entry requirements refer to College Prospectus brochure, the Cambridge University Undergraduate or Graduate Prospectus, as listed above.</p> <p>Admissions web site: Cambridge Special Access Scheme.</p>	<p>Office, 8/9 Jesus Lane, Cambridge, CB5 8BA</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/how_to_apply/criteria.shtml Paper format from Registrar</p> <p>http://www.chu.cam.ac.uk/admissions/undergraduates/special_cases/CSAS.shtml Paper format from Registrar</p>	<p>£</p> <p>£</p>
9.6	Public Relations	<p>This class contains information that is created specifically by the College to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students but may still be of considerable interest to those wishing to know more about what the College has to offer and the activities of its students and staff.</p> <p>University Reporter: Press releases</p> <p>Admissions Prospectus (see 9.5)</p> <p>Churchill Review (see 9.1)</p> <p>Churchill Newsletter (see 9.1)</p>	<p>Available from: http://www.admin.cam.ac.uk/reporter/ Paper from: University Registry, The Old Schools, Cambridge, CB2 1TN</p>	N/A

		The White Book: guide and source of reference for undergraduate students at Churchill	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/whitebook/	£
		The Pink Book: guide and source of reference for graduate students at Churchill	Paper format from Registrar http://www.chu.cam.ac.uk/members/handbooks/pinkbook/	£
		Students' 'Welcome Pack' circulars and leaflets, eg. registering with a doctor / dentist; meningitis vaccination	Paper format from Registrar	£
		'The Churchill Era': An Educational Resource'	Available at: http://www.chu.cam.ac.uk/churchill_era/	
			Paper format from Registrar	£