

	Categories of Information	Routinely Published Information
1.1	Legal Framework	<a href="#">Irish Universities Act 1908</a> <a href="#">Charities Act 1993</a> <a href="#">Charter, Statutes and Regulations</a>
1.2	How the institution is organised	<a href="#">General overview of structure</a> <a href="#">Core Cttees, Terms of Reference and membership</a> <a href="#">University structure and key staff</a> <a href="#">Directorate Listing</a> <a href="#">Faculty Listing</a>
1.3	Location and contact details	<a href="#">Directorate Listing</a> <a href="#">School Listing</a> <a href="#">Key Contact List</a> <a href="#">Locational map and addresses</a>
1.4	Lists of and information relating to organisations which we have responsibility for, those we work in partnership with, those we sponsor and companies wholly or partially owned by us	Wholly owned companies - <a href="#">QUBIS Limited</a> Queen's Overseas Recruitment Limited Queen's Composites Limited Partially owned companies - <a href="#">NIACE Limited</a> Joint Ventures - <a href="#">INTO Queen's LLP</a> NI Composites O&M LLP <a href="#">University Challenge Seed Fund</a> <a href="#">The Queen's University of Belfast Foundation</a> <a href="#">Union Theological College</a>
1.5	Student activities	<a href="#">Students' Union (SU) Website</a> <a href="#">Students' Union (SU) Facebook</a> <a href="#">Students' Union (SU) Twitter</a> <a href="#">Students' Union (SU) Blog</a> <a href="#">SU Constitution</a> <a href="#">Alumni Associations</a> <a href="#">Clubs and Societies</a> <a href="#">University Calendar</a> <a href="#">Student Charter</a> <a href="#">What's On</a>

## 2 What we spend and how we spend it - Financial information relating to projected and actual income and expenditure

	Categories of Information	Routinely Published Information
2.1	<b>Funding/Income</b> Information on sources of funding and income, such as funding council grants, tuition fees, endowment, rents and investment income.	<a href="#">Tuition Fee Schedule</a>  <a href="#">Financial Statements</a> <a href="#">Institutional Bursaries</a> <a href="#">Donor Roll of Honour</a>
2.2	<b>Statements, budgets and variance reports</b> Details of expenditure over £25K including costs, supplier and transaction information. Financial information to be published at least half-yearly or quarterly.	<a href="#">Financial Statements</a> <a href="#">Senate Minutes</a> <a href="#">HESA returns</a>
2.3	<b>Financial Audit Reports</b>	<a href="#">Financial Statements</a>
2.4	<b>Capital Programme</b> Information on major plans for capital expenditure including any private finance initiative and public private partnership contracts.	<a href="#">Major Capital Development Programme</a>
2.5	<b>Financial Regulations and Procedures</b>	<a href="#">Financial Procedures Manual (QUB only)</a>  <a href="#">Purchasing Policies and Procedures (QUB only)</a>
2.6	<b>Staff Allowances and Expenses</b>  Total paid to individual staff members with a salary of >£100K by category including travel, subsistence and entertainment	<a href="#">Details of allowances and expenses that can be claimed or incurred. (QUB only)</a>  Available on request
2.7	<b>Staff Pay and Grading Structures</b>  Pay multiple - ratio between highest paid salary and median average salary of the whole of the University's workforce	<a href="#">Financial Statements</a>  <a href="#">Grade Profiles</a>  <a href="#">Pay Structure</a>  Available on request
2.8	<b>Register of Suppliers</b>	<a href="#">Information on contracts and buying (QUB only)</a>
2.9	<b>Procurement and tender procedures and reports</b>	<a href="#">Purchasing Policies and Procedures</a>
2.10	<b>Contracts</b>	<a href="#">Details of contracts that exceed £25,000</a> <a href="#">Current Tenders</a>
2.11	<b>Research Funding</b>	<a href="#">High level information on research funding from public sector sources and commercial sources,</a>  <a href="#">Pure Research information Portal, includes public information on all RCUK and EU funded research</a>

3 What our priorities are and how we are doing - *Strategies and plans, performance indicators, audits, inspections and reviews*

	Categories of Information	Routinely Published Information
3.1	Annual Report	<a href="#">Vice-Chancellor's Annual Report</a>
3.2	Corporate and Business Plans	<a href="#">Corporate Plan 2016-21</a> <a href="#">Senate Minutes</a>  <a href="#">Students' Union Strategic Plan 2015-2020</a>
3.3	Teaching and Learning Strategy	<a href="#">Education Strategy 2011-16</a>
3.4	Academic Quality and Standards	<a href="#">Policies and Procedures Manual</a> <a href="#">University Calendar</a> <a href="#">Unistats Website</a> <a href="#">Institutional Audit - QAA</a> <a href="#">Reflections</a>
3.5	Privacy Impact Assessments	Available on request
3.6	External Review Information	<a href="#">DASA Policies and Procedures Manual</a> <a href="#">University Calendar</a> <a href="#">Unistats Website</a> <a href="#">Institutional Audit - QAA</a>
3.7	Corporate Relations	<a href="#">Schools</a> <a href="#">Careers Service</a> <a href="#">Centre for Educational Development</a> <a href="#">Employability and Skills Policy</a> <a href="#">Widening Participation</a>
3.8	Government and Regulatory Reports	DEL - Corporate and Annual Monitoring Statements available, on request, from the Registrar's Office DEL - Access Agreement Monitoring Report - available, on request, from the Registrar's Office <a href="#">Institutional Audit - QAA</a> <a href="#">REF 2014</a>
3.9	Compliance with Duties under the Equality Act 2010	N/a

#### 4 How we make our decisions - *decision making process and records of decisions*

	Categories of Information	Routinely Published Information
4.1	Minutes from Governing Body, Council/Senate, academic boards and steering groups	<a href="#">Senate Minutes</a> <a href="#">Students' Union Council Minutes</a>
4.2	Teaching and Learning Committee Minutes	Available on request
4.3	Minutes of Staff/Student Consultation meetings	Available on request
4.4	Appointment committees and procedures	<a href="#">Membership Committee and Nominations Committee (QUB only)</a>

5 Our Policies and Procedures - current written protocols for delivering functions and responsibilities

	Categories of Information	Routinely Published Information
5.1	Policies and procedures for conducting university business	<a href="#">Charter, Statutes and Regulations</a> <a href="#">Education Strategy</a> <a href="#">Information Compliance</a> <a href="#">Equality Scheme</a> <a href="#">Data Protection Policy</a> <a href="#">Students' Union Constitution</a>
5.2	Procedures and policies relating to academic services	<a href="#">Academic and Student Affairs - Policies and Procedures Manual</a> <a href="#">University Calendar</a> <a href="#">Honorary Degrees Committee</a> <a href="#">Information Services</a>
5.3	Procedures and policies relating to student services	<a href="#">Academic and Student Affairs - Policies and Procedures Manual</a> <a href="#">University Calendar</a> <a href="#">Student Guidance Centre website</a> <a href="#">Northern Ireland Public Service Ombudsman - information for intending appellants</a> <a href="#">Exceptional Circumstances Guidelines</a> <a href="#">Student Accommodation</a> <a href="#">Student Charter</a> <a href="#">Social Media Policy</a> <a href="#">Information on the undergraduate and postgraduate admissions process including how to apply, entrance requirements, appeal</a> <a href="#">Information on admissions processes for International Students</a> <a href="#">Undergraduate Admissions Policy</a> <a href="#">Postgraduate Admissions Policy</a>
5.4	Procedures and policies relating to human resources	<a href="#">Human Resources Directorate Website</a> <a href="#">Diversity and Inclusion Unit</a> <a href="#">People and Culture Strategy</a> <a href="#">Organisational Development</a> <a href="#">Maternity and Adoption Leave</a> <a href="#">Appraisal</a> <a href="#">Bullying and Harassment Complaints Procedure</a> <a href="#">Work/Life Balance Policies</a> <a href="#">Contract Research Staff</a> <a href="#">Disciplinary Matters</a> <a href="#">Flexible Working</a> <a href="#">Grievance Procedures</a> <a href="#">Holidays</a> <a href="#">Acting Up/Honoraria</a> <a href="#">Working Hours</a> <a href="#">Grading and Job Evaluation</a> <a href="#">Mileage (QUB only)</a> <a href="#">Overtime</a> <a href="#">Parental Leave</a> <a href="#">Part-time work</a> <a href="#">Paternity Leave</a> <a href="#">Pay Progression</a> <a href="#">Pay Structure</a> <a href="#">Pension</a> <a href="#">Probation</a> <a href="#">Redundancy</a> <a href="#">Positive Work Relationships</a> <a href="#">Sickness Absence</a> <a href="#">Other Leave</a> <a href="#">Trade Union Facilities</a> <a href="#">Training</a>
5.5	Pay Policy Statement	N/a
5.6	Procedures and policies relating to recruitment	<a href="#">Resourcing</a> <a href="#">Vacancies</a> <a href="#">Appointments Procedure Guidelines</a> <a href="#">Contracts of Employment</a> <a href="#">Relocation (QUB Only)</a>
5.7	Code of Conduct for members of governing bodies	<a href="#">Statement of Primary Responsibilities</a> <a href="#">University Governance - Link to CUC Code</a>
5.8	Equality and Diversity	<a href="#">Diversity and Inclusion Unit</a> <a href="#">Modern Slavery and Human Trafficking Statement</a>
5.9	Health and Safety	<a href="#">Safety Service Website</a> <a href="#">Health and Safety</a>
5.10	Estate Management	<a href="#">Estates Policies and Procedures</a> <a href="#">Capital Development Plan</a> <a href="#">Estates Strategy</a>
5.11	Complaints Policy	<a href="#">DASA Policies and Procedures Manual</a> <a href="#">Student Complaints Procedure</a> <a href="#">Staff Grievance Procedure</a> <a href="#">Information Compliance - general outline of complaints procedure included in guidelines</a> <a href="#">Students' Union Complaints Procedure</a> <a href="#">Whistleblowing</a>
5.12	Records Management and personal data policies	<a href="#">Security Policies</a> <a href="#">Data Protection Policy</a> <a href="#">Freedom of Information</a> <a href="#">Records Management</a>
5.13	Research Policy and Strategy	<a href="#">Progressive publication of information on publicly funded research outputs and related data outputs in line with guidance from the RCUK scheduled for 2014</a> <a href="#">Research Governance and Ethics</a> <a href="#">Research Strategy</a>
5.14	Charging regimes and policies	n/a

6 Lists and registers

	Categories of Information	Routinely Published Information	Access
6.1	Info the University is currently legally required to hold on publicly available registers	Not currently available.	
6.2	Asset Registers	Fixed Asset Register Inventory Register	Redacted information available, on request, from the Finance Directorate.
6.3	Disclosure Logs	FOI Request Index	Redacted information available, on request, from the Registrar's Office.
6.4	Register of gifts and hospitality provided to senior personnel	Gifts and Hospitality Register <a href="#">Gifts and Hospitality Policy</a>	Redacted information available, on request, from the Registrar's Office.
6.5	Any register of interests kept in the University	Register of Interests (Senate and Senior Management) <a href="#">Register of Interests Policy</a>	Redacted information available, on request, from the Registrar's Office.

7 The services we offer

	Categories of Information	Routinely Published Information
7.1	Prospectus	<a href="#">Undergraduate Prospectus</a>
7.2	Services for outside bodies	<a href="#">Postgraduate Prospectus</a> <a href="#">Community Engagement</a> <a href="#">Public Engagement</a>
7.3	Course Content	<a href="#">Prospectus</a> <a href="#">University Calendar</a> <a href="#">Faculty/School Websites</a>
7.4	Welfare and Counselling	<a href="#">Student Guidance Centre Website</a> <a href="#">Students' Union Advice Centre</a>
7.5	Health, including medical, services	<a href="#">University Health Service Website</a> <a href="#">Occupational Health Service Website</a>
7.6	Careers	<a href="#">Careers, Employability and Skills Website</a> <a href="#">Students' Union Enterprise</a>
7.7	Chaplaincy Services	<a href="#">List of Recognised Chaplains &amp; Contact Details</a>
7.8	Services for which the University is entitled to recover a fee, together with those fees	<a href="#">Consultancy Services</a> <a href="#">Support for Business</a> <a href="#">Library Services (associate membership)</a> <a href="#">ICT Training</a> <a href="#">Standard Teaching/Courses</a> <a href="#">Students' Union Media Pack</a>
7.9	Sports and recreational facilities	<a href="#">Queen's Sport Website</a>
7.10	Museums, libraries, special collections and archives	<a href="#">Library Services Website</a> <a href="#">Naughton Gallery Website</a> <a href="#">University Archive</a> <a href="#">Library Special Collections</a>
7.11	Conference facilities	<a href="#">Eventus</a> <a href="#">Welcome Centre</a> <a href="#">Timetabling and Room Booking (QUB only)</a> <a href="#">Facility Hire</a> <a href="#">Students' Union Rooms</a>
7.12	Advice and Guidance	<a href="#">Student Guidance Centre</a> <a href="#">International Student Support Office</a> <a href="#">The Graduate School</a> <a href="#">Faculties/Schools</a> <a href="#">Directorates</a> <a href="#">Information Services website</a>
7.13	Local Campaigns	<a href="#">Queen's in the Community Website</a> <a href="#">Fundraising, Campaigns and Alumni Relations</a>  <a href="#">Students' Union Campaigns</a>  <a href="#">Queen's Foundation</a>
7.14	Media Releases	<a href="#">Queen's News</a> <a href="#">Staff Communications (QUB only)</a> <a href="#">Students' Union News</a> <a href="#">Students' Union Blog</a>
7.15	Childcare Facilities	<a href="#">Childcare</a>  <a href="#">Childcare Voucher Scheme</a>
7.16	Catering Facilities	<a href="#">Campus Food and Drink</a>