

Courtauld Institute of Art Publication Scheme

Under the Freedom of Information Act 2000, public authorities including higher education institutions are required to have a publication scheme. The Courtauld Institute of Art has adopted the model Publication scheme for higher education institutions from the Information Commissioner, an independent regulator who enforces and advises on the FOIA and has produced and approved this scheme. Copies of the model publication scheme and definition documents are available on www.ico.org.uk

The classes of information that we publish is listed below. Many documents can be accessed from The Courtauld's website www.courtauld.ac.uk and paper copies may also be available when requested via the contact address indicated below. Publications are free unless otherwise stated. Alternative forms may be arranged by special request, but there may be a charge to cover production costs.

Recorded information not made available through the publication scheme may be requested. Requests should be made in writing to FOI@courtauld.ac.uk and will normally take 20 working days for response. Information that is subject to an exemption in the Act will not be released. A fee may be charged.

Who we are and what we do:

Memorandum & Articles of Association
History of The Courtauld
Biographies of the Governing Board
Location and contact details
Terms of References for the Governing Board, Committees and sub-Committees
[REDACTED]

Website
Website
Website
Website
Copy available on application to the Company Secretary via FOI@courtauld.ac.uk

What we spend and how we spend it:

Annual Report and Financial Statements
[REDACTED]

Website

Reports and statistics provided to regulatory organisations

Visit the Office for Students (www.officeforstudents.org.uk) and HESA (www.hesa.ac.uk) websites to access publicly available information.

External Review - OAA

<https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/Courtauld-Institute-of-Art>

Internal Audit letter

Copy available on application to the Director of Operations via FOI@courtauld.ac.uk

How we make decisions:

Minutes from the Governing Board and Committees (current and previous three years)

Copy available on request to the Company Secretary via FOI@courtauld.ac.uk

Our policies and procedures:

Procedures and policies relating to student services

Website
Copies available on application to the Dean and Deputy Director via FOI@courtauld.ac.uk

Procedures and policies relating to human resources

