**Publication** **Scheme**

**WHO WE ARE AND WHAT WE DO**

* Information about the [history and origins](https://www.southwales.ac.uk/about/our-history/) of the university is available electronically on our website together with the [Facts and Figures](https://www.southwales.ac.uk/about/facts-and-figures/) about the institution.
* The Instrument and Articles of Government contains information about the [legal framework](https://www.southwales.ac.uk/about/articles-and-instrument-government/) and corporate status of the University including the founding documents, dates, regulations and governance arrangements.
* Information on the organisation including [University Leadership](https://www.southwales.ac.uk/about/university-leadership/) and descriptions of each [faculty](https://www.southwales.ac.uk/about/faculties-and-schools/) and [department](https://www.southwales.ac.uk/about/faculties-and-schools/).
* Information on the University’s [governance arrangements and committee membership](https://uso.southwales.ac.uk/governance-unit/boards-and-committees/).
* Information about the [University’s location and physical layout](https://www.southwales.ac.uk/about/location/).
* Details outlining the University’s compliance with the [Welsh Language Standards.](https://www.southwales.ac.uk/welsh-language-standards/)
* The University has procedures and guidance on dealing with queries relating to [Freedom of Information and Data Protection.](https://uso.southwales.ac.uk/information-compliance-unit/)
* The [online directory](http://staff.southwales.ac.uk/) provides staff contact details at the University.
* The University of South Wales is part of the [University of South Wales Group](https://www.southwales.ac.uk/about/group/).
* Details of directly and indirectly owned companies of the University can be found within the [Financial Statements](https://www.southwales.ac.uk/about/publications/).
* Information about activities for students can be found on the [University](https://www.southwales.ac.uk/student-life/) and the [Student’s Union](https://www.uswsu.com/) website.
* The University provides [sporting opportunities](https://www.southwales.ac.uk/sport/) for individuals at its excellent facilities.
* The University has 1881 student rooms on its campuses, further information is available on our [Accommodation](https://www.southwales.ac.uk/student-life/accommodation/) pages.
* Details on the University’s approach to [sustainability](https://estates.southwales.ac.uk/sustainability/) and the environment.

**WHAT WE SPEND AND HOW WE SPEND IT**

* Information on the sources of funding and income, such as Funding Council grants, tuition fees can be found in the annual [Financial Statements](https://www.southwales.ac.uk/about/publications/).
* The University sets out matters concerning the broad policies relating to financial control in its [Financial Regulations](https://www.southwales.ac.uk/documents/1128/Financial_regulations_2018-19.docx). The Regulations are approved by the Board and apply to the University and all its related undertakings, and include all funds passing through University accounts.
* Details of expenditure over £25,000 including costs, supplier and transaction information MAY be available on written requests of the Information Compliance subject to relevant exemptions. Requests should be directed to:

Director of Finance, University of South Wales, Pontypridd, CF37 1DL

Email: [finance@southwales.ac.uk](mailto:finance@southwales.ac.uk)

* Detail on the University’s procurement arrangements and how to sell to the University.
* Information on Financial Audit Reports is included in the [Financial Statements](https://www.southwales.ac.uk/about/our-organisation/governance-and-leadership/publications/).
* Information on [Estates](https://estates.southwales.ac.uk/) and its Capital Programme are available upon request from the:

Director of Estates, University of South Wales, Pontypridd, CF37 1DL

Email: [estfin@southwales.ac.uk](mailto:estfin@southwales.ac.uk)

* Salaries of senior staff are published within the [Financial Statements](https://www.southwales.ac.uk/about/our-organisation/governance-and-leadership/publications/), and further information may be available upon request. Information on rules and procedures relating to expenses. Details of the amount paid in allowances and expenses claimed by senior staff members may be available on written request and should be directed to:

Director of Finance, University of South Wales, Pontypridd, CF37 1DL.

Email: [finance@southwales.ac.uk](mailto:finance@southwales.ac.uk)

* Further information on the salaries of senior positions within the University may be available on written request. Requests should be directed to:

Director of Finance, University of South Wales, Pontypridd, CF37 1DL.

Email: [finance@southwales.ac.uk](mailto:finance@southwales.ac.uk)

* The University has an active research community, further Information can be found through the [University’s Research Department](https://research.southwales.ac.uk/).

**WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

* The University’s strategy and [Vision](https://www.southwales.ac.uk/about/university-strategy-2014-2020/) for the future.
* The Vice-Chancellor produces an [Annual Review](https://www.southwales.ac.uk/about/our-organisation/governance-and-leadership/publications/) of the University’s activities at the end of the year.
* The University’s [Centre for the Enhancement of Learning and Teaching (CELT)](https://celt.southwales.ac.uk/) supports the development of teaching and learning within the University.
* The University is committed to supporting underrepresented groups and more information can be found from the [Schools and Colleges Team](https://www.southwales.ac.uk/about/schools-and-colleges/widening-participation/).
* The University has established [corporate relations](https://www.southwales.ac.uk/about/employers-partner/) with a number of employers and sponsors and its courses are accredited by a number of professional bodies.
* Institutional Reviews and Reports for the University can be found on the [QAA Website](https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/provider?UKPRN=10007793#.VjeNd7fhBpg).

**HOW WE MAKE DECISIONS**

* Details of the University’s governance arrangements including minutes and membership information of the committees.

**OUR POLICIES AND PROCEDURES**

‘Codes of Practice’ and ‘Memoranda of Understanding’

* [Healthy and Safety](http://healthandsafety.southwales.ac.uk/) procedures and guidance.
* Details outlining the University’s Welsh Language Act Compliance.
* The University confers [honorary awards](https://www.southwales.ac.uk/about/our-organisation/honorary-fellows/) as part of the graduation ceremony.
* Procedures relating to [withdrawal,](https://advice.southwales.ac.uk/a2z/withdrawing/) [suspension and transfer of studies](https://progression.southwales.ac.uk/guidance-support/engagement/). Regulations and procedures relating to [student complaints](https://registry.southwales.ac.uk/student-regulations/student-complaints/) and [appeals](https://registry.southwales.ac.uk/student-regulations/academic-appeals/).
* For information on [Equality and Diversity](https://hr.southwales.ac.uk/equality-diversity-and-inclusion/) at The University including its duties under the Equality Act 2010.
* Information on [current vacancies](https://jobs.southwales.ac.uk/en/working-here/) can be found on our webpages. Further information relating to Human Resources is available upon request [directly from HR](https://hr.southwales.ac.uk/human-resources-contact-details/).
* Details on the [‘whistleblowing’ procedure](https://www.southwales.ac.uk/documents/1367/Public_Interest_Disclosure_ProcedureENG.pdf) is available on our webpages
* Details of other work undertaken by Estates and Facilities is available online including [Estates Management](https://estates.southwales.ac.uk/), [Sustainability](https://www.southwales.ac.uk/about/usw-policies/) and [staff travel initiatives](https://estates.southwales.ac.uk/property-services/travel/).
* [Admission Policy](https://www.southwales.ac.uk/study/apply/admissions-statement/) and registration procedures.
* [Student Support](https://advice.southwales.ac.uk/a2z/student-services/) provides advice to students on a number of areas that affect students including [disability support](https://disability.southwales.ac.uk/), [money](https://studentmoney.southwales.ac.uk/) and [health](https://wellbeing.southwales.ac.uk/).
* Information on the [library](https://library.southwales.ac.uk/) and the learning resources available to students.
* The University Secretary’s Office is response for compliance with data protection, freedom of information, copyright, Environmental Information Regulations and Records Management.
* Most information and documentation is available free from the The University of South Wales by either downloading from the University’s website or by making a request in writing.
* Further information on how to obtain a [replacement degree certificates](http://sas.southwales.ac.uk/services/institutions/) is available.
* For a subject access request under the Data Protection Act 2018 (General Data Protection Regulation Act 2018?) individuals should submit their requests to: [dataprotection@southwales.ac.uk](mailto:dataprotection@southwales.ac.uk) including proof of identity.
* Information on the Estates Strategy is available on request from:

Director of Estates, University of South Wales, Pontypridd, CF37 1DL.

Email: [estfin@southwales.ac.uk](mailto:estfin@southwales.ac.uk)

**LISTS AND REGISTERS**

* Information about University owned land and buildings is not available online, but a list of University owned land and buildings may be requested by writing to:

Director of Estates, University of South Wales, Pontypridd, CF37 1DL.

Email: [estfin@southwales.ac.uk](mailto:estfin@southwales.ac.uk)

* Information on senior staff’s declaration of interests, register of gifts, hospitality and register of interests may be available on written request from:

Director of Finance, University of South Wales, Pontypridd, CF37 1DL.

Email: [finance@southwales.ac.uk](mailto:finance@southwales.ac.uk)

**THE SERVICES WE OFFER**

* Information for prospective undergraduate students including [prospectuses,](https://myusw.southwales.ac.uk/order-prospectus) [courses,](https://www.southwales.ac.uk/study/subjects/) on [how to apply,](https://www.southwales.ac.uk/apply/) accepted qualifications, support, [finance and funding,](https://www.southwales.ac.uk/study/fees-and-funding/) [accommodation](https://www.southwales.ac.uk/student-life/accommodation/) and [contact details](https://www.southwales.ac.uk/contact-us/).
* Information on health, [disability support,](https://disability.southwales.ac.uk/) [wellbeing](https://wellbeing.southwales.ac.uk/), advice and [counselling services,](https://counselling.southwales.ac.uk/) safety and external sources of support for students and Occupational health services at the University.
* Information on the [Careers service](https://careers.southwales.ac.uk/) and the [Chaplaincy Service](https://chaplaincy.southwales.ac.uk/) for staff and students.
* Information for former University of South Wales students is available from the [Alumni Service](https://www.southwales.ac.uk/alumni/).
* [Oriel y Bont Gallery](https://gallery.southwales.ac.uk/) holds regular exhibitions of art at the Treforest Campus.
* Information on [sports and recreational facilities](https://www.southwales.ac.uk/sport/treforest-sports-centre/) at the University of South Wales.
* Information on [catering facilities](https://cateringservices.southwales.ac.uk/) and [conference facilities](https://www.southwales.ac.uk/business-services/conferencing-facilities/) at the University of South Wales.
* Information on media facilities at the University of South Wales.
* The University uses social media such as [Facebook](http://www.facebook.com/universityofsouthwales), [Twitter,](http://twitter.com/unisouthwales) [Instagram](https://www.instagram.com/unisouthwales/) and [Youtube](https://www.youtube.com/user/UniSouthWales) as a means to communicate and uses a number of platforms to communicate with those interested.