

This Guide to Information is organised according to the administrative structure of the College. The main categories 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 the Guide to Information are explained below:

Category	Description	Manner
The types of information in the category	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. Usually this is 'On request', on the 'Internet', and/or on the College 'Intranet' which is only accessible to King's members.

When the Guide indicates that the manner in which the information is to be provided is 'In person', the procedure for accessing the information is as follows. Contact the Archives Centre in the Library by e-mailing archivist@kings.cam.ac.uk, telephoning +44 (0) 1223 331444 or posting a letter to the Archivist, King's College, Cambridge CB2 1ST, United Kingdom. State the information that you wish to consult and arrange an appointment to access the information. Appointments are subject to the terms and conditions of access to the Archives Centre as listed on <https://www.kings.cam.ac.uk/archive-centre/visiting-the-archive-centre>. Most of the information in this Guide can be accessed in person as well as through the manner listed.

When the Guide indicates that the manner in which information is to be provided is 'On request', write to the FOI officer by emailing foi@kings.cam.ac.uk, telephoning +44 (0) 1223 331444 or posting a letter to the Archivist, King's College, Cambridge CB2 1ST, United Kingdom. State the information that you wish to request and whether you require it in hardcopy if available, or electronically if available. You will be informed of the availability and whether a charge will apply. There is usually not a charge for providing information electronically, where available. The charge for providing information in hardcopy is calculated according to the fee schedule given at <https://www.kings.cam.ac.uk/archive-centre/visiting-the-archive-centre/charges-for-copies-of-documents>.

Some of the information published on the internet or intranet can also be supplied digitally or on paper; follow the procedure above for accessing information 'On request'.

We aim to check the links listed in this Guide regularly. Please contact foi@kings.cam.ac.uk or telephone +44 (0) 1223 331444, if you discover a broken link and cannot access the information you need.

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 organisation is responsible for specific functions and where they fit in the overall structure of the organisation.

The minutes and papers of open business of the Council and Governing Body are published on-line (see 1.2.4) We do not routinely publish committee minutes where they often contain personal information, information that may damage the commercial interests of the College, information that may threaten the health and safety of specific individuals, or information that is appropriately kept confidential to ensure free and frank discussion. This information may be disclosable through channels other than the Publication Scheme. Please contact foi@kings.cam.ac.uk if you have questions about information in minutes that are not published.

The website addresses contained in section 1 are up-to-date as of 18 March 2024.

	Category	Description	Manner
1.1	Legal framework	<p>This Category contains information relating to how the College was established and its standing from the point of view of the law.</p> <p><i>King's College is a registered charity, number 1139422. The College has a formal constitution that is set out in the Statutes, and supplemented by lesser rules of procedure known as Ordinances. The Statutes are binding, legal rules, descended from those which King Henry VI laid down when he founded the College in 1441. They can be changed only with the permission of the King in Council: they have the force of an Act of Parliament.</i></p> <p><i>The Statutes define the College – its full name is The King's College of Our Lady and Saint Nicholas in Cambridge – as 'a place of education, religion, learning, and research'. The statutes and ordinances cover the constitution of the College; the responsibilities and election of the Provost, administrative officers, educational officers and Fellows; the constitution and responsibilities of the Governing Body and the Council; the awarding of scholarships; rules concerning membership and discipline; and financial matters.</i></p>	<p><i>Internet:</i> https://www.kings.cam.ac.uk/about/accounts-legal#toc-6</p>

1.1.1	<i>Foundation Charters</i>	<p><i>The College's Foundation Charters are in Latin.</i></p> <p><i>A transcript of the 1441 charter (KC/11), in Latin, is printed in 'Ancient Laws for King's College, Cambridge and Eton College', London, 1850 (held in the College library's local collection as NW/K/534), and published on-line with a translation.</i></p> <p><i>The 1443 charter is held as KC/13 and only available on request or in person.</i></p> <p><i>The 1446 Endowment Charter recording an Act of Parliament (KC/18) is only available digitally.</i></p>	<p><i>On request, in person, or on the internet:</i></p> <p><i>https://www.kings.cam.ac.uk/about/accounts-legal#toc-7</i></p>
1.1.2	<i>Founder's Will</i>	<p><i>An English version of the Will of Henry VI relating to the foundation of the College was published in 1896. (held in the College library's local collection as NW/K/44S/MHS).</i></p>	<p><i>On request or in person.</i></p>
1.1.3	<i>Amicabilis Concordia</i>	<p><i>King's has formal ties with Eton College, Winchester College, and New College Oxford dating back to 1444, a four-way relationship known as the Amicabilis Concordia. A transcription of the Latin document is available (archives reference KCHR/3/1/22).</i></p>	<p><i>On request or in person.</i></p>

1.2	<p>Governance structure</p> <p><i>Governing Body</i></p> <p><i>Council</i></p> <p><i>Committees</i></p>	<p>This category 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><i>All the Fellows, along with four elected students and the Provost, make up the Governing Body, which is the sovereign decision-making body in the College, and meets to decide on major issues of policy. The students are represented in government of the College by the King's College Student Union (KCSU) and King's College Graduate Society (KCGS). Four representatives who become members of the Governing Body are elected annually from among the undergraduates and graduate students. The Governing Body meets at least twice each term and there is also an annual meeting (the Annual Congregation) at which significant routine decisions are considered.</i></p> <p><i>The day-to-day running of the College is handled by the College Council, which meets fortnightly during Full Term. It consists of the Provost, ten Fellows (elected by the Governing Body), and two junior members. Four of the College Officers (Vice-Provost, First Bursar, Senior Tutor and Domus Bursar) and the Presidents of KCSU and KCGS also attend. The Council oversees educational and financial matters and is responsible for the admission and academic progress of students, appoints educational officers, awards prizes and scholarships, sets the annual financial budget including fees and charges, and oversees domestic arrangements including buildings, catering, the library, and computing. To do this, it oversees a number of committees, which report directly to it. Major decisions may be referred to the Governing Body for approval.</i></p> <p><i>The statutes include information about the Governing Body, the Council and the standing committees.</i></p>	<p>See 1.1</p>
1.2.1	<p><i>Contacts list</i></p>	<p><i>The contacts list provides email addresses and telephone numbers for departments within the College, and has links to the lists of Fellows and Senior Staff.</i></p>	<p>Internet: http://www.kings.cam.ac.uk/contactsAndLegal/ and</p>

			<i>printed annually in the October issue of the Cambridge University Reporter which is published on-line at https://www.reporter.admin.cam.ac.uk/</i>
1.2.2	<i>Details of Standing Committees</i>	<i>A booklet is produced annually that contains details of the membership, structure, function, terms of reference, mode of operation, and reporting procedures of each College committee.</i>	<i>On request.</i>
1.2.3	<i>Code of practice</i>	<i>The statutes set out the procedures for the election of College Officers, academic staff and election to Fellowships.</i>	<i>See 1.1</i>
1.2.4	<i>Minutes and papers of the open business of Governing Body and Council</i>	<p><i>Minutes and papers for the open business of Governing Body and Council are available after they have been approved. This includes reports, and minutes, of standing sub-committees. See 1.2 for information about terms of reference for these committees.</i></p> <p><i>Please note that these minutes and papers will be edited to remove references to individuals and sensitive material.</i></p> <p><i>All minutes and papers of these two committees are published in the College Archives after fifty years. A catalogue of the College Archives is available at: https://archivesearch.lib.cam.ac.uk/repositories/7/resources/1246</i></p>	<p><i>On request or on the internet: https://www.kings.cam.ac.uk/about/accounts-legal/council-and-governing-body-minutes</i></p> <p><i>On request or in person.</i></p>

1.2.5	<p><i>Departmental structure</i></p> <p><i>Chapel</i></p> <p><i>Tutorial Office</i></p> <p><i>Library</i></p> <p><i>Operations</i></p> <p><i>Catering</i></p> <p><i>Bursary</i></p> <p><i>Development</i></p>	<p><i>College statutes stipulate that daily religious services be held during Term. They are held in the Chapel in accordance with the rites of the Church of England. The College appoints a Dean who is responsible to the Governing Body for the provision of Chapel services. The College also appoints a Chaplain to provide for the pastoral care and spiritual welfare of members of College.</i></p> <p><i>Student matters are managed by the Tutorial office with the Senior Tutor being the Officer in Charge.</i></p> <p><i>The College maintains a student Library for the use of College members, and an Archive Centre open to researchers from around the world. The First Bursar oversees these facilities.</i></p> <p><i>The College ‘domus’ operations are divided into Porters Lodge, Housekeeping, Grounds and Gardens, Maintenance, Information Technology, and Projects. The officer in charge is the Domus Bursar.</i></p> <p><i>Day-to-day catering for staff, students and Fellows is handled by the Catering department, with the First Bursar being the Officer in Charge. Catering also handle management of outside events for which the College is a venue.</i></p> <p><i>The Bursary, under the First Bursar, has overall responsible for legal compliance and financial management, including the Finance Office.</i></p> <p><i>The College’s Development Office, headed by the Director of Development, manages some College-initiated events, alumni relations, fundraising, and communications.</i></p>	
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1.3	Membership <i>Provost</i> <i>Fellows</i> <i>Senior and Junior Members</i>	<p>This category contains information relating to the types of Membership of King's that individuals may hold</p> <p><i>The head of the College is the Provost, who chairs many of the committees and is responsible for the good government of the College. The Provost's deputy is the Vice-Provost, who is elected from among the Fellows for a period of five years, and takes over in the Provost's absence.</i></p> <p><i>There are many classes of Fellow. Some of the Fellows are Teaching Officers (who may act as Tutors or Directors of Studies), some of whom also hold posts in one or other of the Faculties or Departments of the University. The principal Officer for education is the Senior Tutor, who has overall responsibility for the educational work of the College. The Fellowship also includes other College Officers who generally work in the College full-time in primarily non-teaching roles. These other College Officers include the Dean of Chapel; the First Bursar, who is responsible for the College's finance and budgets and runs the administration; the Domus Bursar, who is responsible for the College's buildings and grounds and the management of domestic services; the Director of Music; and the Director of Development, who is responsible for fundraising and keeping in touch with alumni. In recent years, there have been around or just over 100 Fellows.</i></p> <p><i>All members of the College with an MA or higher degree (an MPhil, PhD, etc.) are Senior Members of the College. Members of the College who are resident in Cambridge and studying for a degree are classified as Junior Members and are said to be in statu pupillari. There are around 800 students/Junior Members in total. Junior Members also include graduate students (students reading for a higher degree: MPhil, PhD, etc.). The College Council elects some students into Scholarships, for example as a result of excellent performance in University examinations.</i></p>	
1.4	Mission statements	<i>The College's mission statement is expressed in the Statutes.</i>	See 1.1

		<i>The Chapel Foundation mission statement is published in promotional leaflets of the Development Office.</i>	<i>See 9.3.1</i>
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2. Financial Resources

Introduction

This section covers information on the College's strategy and management of financial resources. The Finance Office, headed by the Assistant Bursar, 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, but may be disclosable through channels other than the Publication Scheme. Please contact foi@kings.cam.ac.uk if you have questions about financial matters not listed on the publication scheme.

The website addresses contained in section 2 are up-to-date as of 18 March 2024.

	Category	Description	Manner
2.1	Finance Policy	<p>This category includes policies and procedures relating to financial matters.</p> <p><i>The College's investment policy is stated in the published accounts. The College maintains a set of Financial Regulations.</i></p>	See 2.2.1
2.1.1	Pensions	<p><i>General pension information for staff of the College is included in the Staff Handbook.</i></p> <p><i>Some members of staff belong to the Cambridge Colleges' Federated Pension Scheme.</i></p> <p><i>Fellows are members of the University Superannuation Scheme (USS).</i></p>	<p>See 3.1.1</p> <p>Internet: https://www.pensions.admin.cam.ac.uk/</p> <p>https://www.uss.co.uk (access to some parts of the site is restricted to members of the scheme)</p>
2.2	Resource planning	<p>This category includes information concerning financial planning and resource allocation, accrual and deployment of resources, and publication of the outcomes.</p> <p><i>The College funds its activities from academic fees, charges for student residences and catering, the income from its conference and catering business, its invested endowments, and from donations and legacies.</i></p> <p><i>The College financial year runs from 1 July to 30 June.</i></p>	

2.2.1	<i>Annual Accounts</i>	<p><i>Annual Accounts (an annual report and the College's Financial Statements) of College accounts in Recommended Cambridge College Accounts (RCCA) format.</i></p> <p><i>These accounts include the trading activities of King's College Cambridge Enterprises Limited and the renovation and construction activities undertaken by King's College Cambridge Developments Limited. They are called the consolidated accounts.</i></p>	<p><i>Published in the University Reporter.</i></p> <p>Internet: https://www.kings.cam.ac.uk/contactsAndLegal/accounts.html or https://www.reporter.admin.cam.ac.uk/ </p>
2.2.2	<i>Audit</i>	<i>The Consolidated Accounts are audited by independent auditors. Their report is part of the annual accounts.</i>	See 2.2.1
2.2.3	<i>Reporting to Council</i>	<i>Finance Committee's Reports to College Council and Governing Body include planning and budgeting recommendations.</i>	See 1.2.4
2.3	Reporting	<p><i>The College's Annual Report is published in November. It includes news of expenditures and gifts.</i></p> <p><i>The College also reports to the Charity Commission annually. The College's annual return and accounts (also published on the College website) are published on the Charity Commission website. THE KING'S COLLEGE OF OUR LADY AND SAINT NICHOLAS IN CAMBRIDGE is registered charity number 1139422.</i></p>	<p>See 9.3.1</p> <p>Internet: https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3953716 and https://www.kings.cam.ac.uk/about/accounts-legal#toc-1 </p>
2.4	Student financial aid and prizes	<p><i>Financial aid from the College is discussed in 7.2.4.</i></p> <p><i>Information about prizes is available on-line through the published Council and Governing Body minutes.</i></p>	<p>Internet: Search at https://www.kings.cam.ac.uk/about/accounts-legal/council-and-governing-body-minutes for 'prize' or 'fund'. </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 usually exempt from disclosure as personal information. The information available covers personnel policies and procedures including terms and conditions of service (current versions only of the information specified in each category). The HR Department is headed by the Head of HR, under the management of the First Bursar.

The website addresses contained in section 3 are up-to-date up-to-date as of 18 March 2024.

	Category	Description	Manner
3.1	Employment and employee relations	Information in this category includes: <ul style="list-style-type: none">• Conditions of Employment• Policies and procedures for employees	
3.1.1	Conditions of Employment	<i>The College publishes a Staff Handbook. Included are policies on sickness absence, performance appraisal, equal opportunities, disciplinary procedures, grievance procedures, harassment and bullying, leave for maternity/paternity/adoption/parents/dependants, flexible working hours, use of the internet and e-mail, whistleblowing procedure, drugs and alcohol, data protection, and communications.</i> <i>An Equality, Diversity and Inclusion Committee reports to Council</i>	<i>Intranet:</i> https://www.kings.cam.ac.uk/intranet/staff/staff-handbook <i>See 1.2.4</i>
3.1.2	Health and safety policies and procedures	<i>The College publishes its own health, safety and compliance policies and procedures.</i>	<i>On request.</i>
3.1.3	Smoking policy	<i>The College's policy on smoking was originally approved by Council in 2007.</i>	<i>On request.</i>

3.1.4	<i>Trade Union Membership</i>	<i>No collective agreements form part of the employee's terms of employment.</i>	
3.1.5	<i>Job vacancies</i>	<i>Job vacancies within the College are published on the relevant websites.</i>	Internet: https://www.kings.cam.ac.uk/about/work-at-kings

4. Physical Resources

Introduction

This section covers information at a strategic level relating to the College's management of its physical resources. See also section 5.3 for information about student accommodation.

Information that provides specific details of future plans to alter the estate (e.g. proposals to purchase additional property) is not routinely published, but may be disclosable through channels other than the Publication Scheme. Please contact foi@kings.cam.ac.uk if you have questions about future plans to alter the College's estate.

The website addresses contained in section 4 are up-to-date as of 18 March 2024.

	Category	Description	Manner
4.1	Reporting	This category describes reports on the management of the College's physical resources.	
4.1.1	<i>Annual Report</i>	<i>The Annual Report contains summaries of the major building work undertaken by the College, and progress on the maintenance of the gardens.</i>	<i>See 9.3.1</i>
4.1.2	<i>Annual Accounts</i>	<i>The College's Accounts (an annual report accompanying the College's financial statements) comments on any significant developments relating to the College's physical resources.</i>	<i>See 2.2.1</i>
4.1.3	<i>Committee Minutes</i>	<i>The Garden Committee, the Buildings and Safety committee and ad hoc committees set up to oversee building projects report their minutes to the College Council.</i>	<i>See 1.2.4</i>
4.2	Policies	This section describes published policies and procedures relating to the College buildings	
4.2.1	<i>Bedders charter</i>	<i>The Bedders Charter sets out what students and bedders (cleaners) can expect from each other.</i>	<i>On request.</i>

4.2.2	<i>Health and Safety policy and Smoking policy</i>	<i>See 3.1.2 for information about the health, safety, and compliance policy, and section 3.1.3 for the Smoking policy.</i>	
4.3	General	This category gives general information about the physical site of the College	
4.3.1	<i>Map of main site</i>	<i>A map of the College site is available on the College website.</i>	<i>Internet: https://www.kings.cam.ac.uk/visit/plan-your-visit</i>
4.3.2	<i>Address of main site</i>	<i>King's College, King's Parade, Cambridge, CB2 1ST. United Kingdom.</i>	

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. See 7.2.4 for fees and financial aid information.

Information available within this section does not include personal details of specific students, which are not routinely published.

The website addresses contained in section 5 are up-to-date as of 18 March 2024.

	Category	Description	Manner
5.1	Student recruitment and registration	This category includes information relating to the admission and registration of new students.	
5.1.1	<i>Prospectus</i>	<i>The College prospectus contains information for prospective undergraduate and graduate students including admission procedures.</i>	Internet: https://www.kings.cam.ac.uk/study-at-kings
5.2	<i>Student handbook</i>	<i>The Tutorial Department publishes undergraduate and graduate handbooks.</i>	Intranet: https://www.kings.cam.ac.uk/intranet/hand-books-and-guides
5.3	Student accommodation	This category includes information relating to accommodation services.	
5.3.1	<i>General information</i>	<i>General information about student accommodation is available on the College website.</i>	Internet: https://www.kings.cam.ac.uk/study/undergraduate/undergraduate-accommodation and https://www.kings.cam.ac.uk/study/graduate/graduate-accommodation
5.3.2	<i>Student handbook</i>	<i>More detailed information about accommodation for students is given in the undergraduate and graduate student handbooks.</i>	See 5.2
5.3.3	<i>Room ballots</i>	<i>Information is given to students about room ballots by the Tutorial Office. Some of this information is available on the intranet.</i>	Intranet: click on relevant links from https://www.kings.cam.ac.uk/intranet/accommodation

5.4	Student data administration	This category includes policies and procedures covering the management of the student records system.	
5.4.1	<i>Records retention schedule</i>	<i>The records retention schedule sets out how long each type of record created by the College will be kept and how it will be dealt with at the end of that period. Student records themselves are included in the retention schedule but are not published as some of them contain personal information protected under the Data Protection Act 1998.</i>	See 6.3.1
5.4.2	<i>Data protection policy</i>	<i>The College's data protection policy sets out the responsibilities of the College under the Data Protection Act 1998 and explains how data subjects can access information about them held by the College.</i>	Internet: https://www.kings.cam.ac.uk/about/accounts-legal/data-protection-policies
5.5	Student admission, progression and completion	This category covers admission and other relevant statistics.	
5.5.1	<i>Student characteristics</i>	<i>A report by the Admissions Tutor and Graduate Tutors to the Governing Body at the end of each calendar year contains statistics relating to student characteristics such as age, gender, ethnicity, socio-economic background, disability and geographical origin. Data which links names and schools is not published.</i>	See 1.2.4
5.5.2	<i>Degrees earned</i>	<i>Data on qualifications awarded to students is printed annually in the July issue of the Cambridge University Reporter, with additions published periodically throughout the year.</i>	Internet: https://www.reporter.admin.cam.ac.uk/
5.6	Student discipline	This category includes information relating to the conduct of disciplinary proceedings against students.	
5.6.1	<i>College statutes</i>	<i>The statutes contain information relating to the conduct of disciplinary proceedings against students. Within the college, routine disciplinary matters are dealt with by the Lay Dean.</i>	See 1.1

5.6.2	College regulations	The 'Code of Practice for Student Complaints' sets out student complaints and appeals procedures. A summary is available in the student handbook (see 5.2).	Intranet: https://www.kings.cam.ac.uk/intranet/students/student-complaints-procedure
5.7	Student learning support services	This category includes information on student support services from an academic and learning perspective, including services for students with special needs.	
5.7.1	Student handbooks	The undergraduate and graduate student handbooks contain information about the support given by the Tutors, the Chaplain and other counselling services.	See 5.2
5.7.2	Admissions website	The admissions pages of the College website include a section devoted to student support services.	Internet: https://www.kings.cam.ac.uk/study/life-at-kings/student-support
5.8	Student liaison	This category includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups. <i>Many committees include undergraduates and graduate students alongside the Fellows.</i>	See 1.2.3
5.9	Student policies	Policies relevant to students are covered in the student handbooks and in the offer letter and forms sent to Freshers from the Senior Tutor	See 5.2 and on request
5.10	Student welfare		
5.10.1	Student handbook	The handbook includes information on: <ul style="list-style-type: none"> • Welfare/advice services • Health services • Housing • Chaplaincy services 	See 5.2

6. Information Services

Introduction

This section covers those Departments within the College that provide access to information for the student body and both academic and administrative staff, including the Library, Archives and IT Department.

Information services inevitably hold large quantities of personal data that are exempt from the publication scheme.

The website addresses contained in section 6 are up-to-date as of 18 March 2024.

	Category	Description	Manner
6.1	Availability and conditions of use of facilities	Information in these categories provides details about who can access systems and services and the facilities that they can access. These 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.	
6.1.1	Library Guide	Includes opening hours and access procedures.	See 6.4.1
6.1.2	Archive Centre	Information about opening times, registration procedures and documents held.	Internet: https://www.kings.cam.ac.uk/archive-centre/visiting-the-archive-centre
6.2	Mission statements and related documents	This category includes information regarding the aims of the departments in the context of the College, and a definition of the services. <i>The Archive Centre accession policy gives details of the collecting policy of the Centre.</i>	On request.
6.3	Policies with regard to data and information	Information in this category 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.	
6.3.1	<i>Records retention schedule</i>	<i>This is the policy on how long data is kept and what happens to it after the immediate need for it has passed.</i>	<i>On request.</i>
6.3.2	<i>Data protection policy</i>	<i>Data protection statements/policies</i>	<i>See 5.4.2</i>
6.3.3	<i>CCTV policy</i>	<i>CCTV Policy</i>	<i>On request.</i>
6.4	Scope of collections held	Information in this category includes: <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues 	
6.4.1	<i>Library Guide</i>	<i>The Library Guide contains information about opening hours, access, catalogues, loans and special collections.</i>	<i>Internet:</i> https://www.kings.cam.ac.uk/sites/default/files/documents/library/library-guide-2023.pdf and similar for subsequent years
6.4.2	<i>Library computerised catalogues</i>	<i>Detailed information about the Library's collection of printed books and some music scores.</i>	<i>Internet:</i> https://kcc.sirsidynix.net.uk
6.4.3	<i>Other library catalogues</i>	<i>Main author catalogue of rare books and Rowe Music Library catalogue</i>	<i>Complete catalogue: In person.</i> <i>Part of this information is available on the internet:</i> https://kcc.sirsidynix.net.uk
6.4.4	<i>Archive Centre</i>	<i>Overview of the College Archive and Modern Archive Collections</i>	<i>Internet:</i> https://www.kings.cam.ac.uk/archive-centre/online-resources/guide-to-the-modern-archives <i>and</i> https://www.kings.cam.ac.uk/archive-centre/online-resources/guide-to-the-college-archives

6.4.5	Archive Centre catalogues	Detailed information about the College Archive of administrative records relating to the College, and the modern archive holdings of the personal papers of Kingsmen.	Internet: https://archivesearch.lib.cam.ac.uk/repositories/7
6.5	Procurement and disposal policies	Information in this category 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.	On request.

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. See also the University of Cambridge Publication Scheme, <https://www.information-compliance.admin.cam.ac.uk/>.

It is fundamental to the mission of the University of Cambridge that it should remain a collegiate university. 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.

Undergraduate teaching is shared between the University and the College. The College accepts primary responsibility for the direction of studies and small-group teaching of College students. The University provides lectures, laboratory facilities, examinations etc.

The College's area of responsibility falls mainly in Section 5: Student Administration and Support. For records relating to the University's area of responsibility within this section, it is necessary to consult the University of Cambridge Publication Scheme – see above for contact details.

The website addresses contained in section 7 are up-to-date as of 18 March 2024.

	Category	Description	Manner
7.1	University Information	This category describes information related to the University's teaching responsibilities.	
7.1.1	<i>Academic year dates</i>	<i>Term dates and degree ceremony dates are set by the University.</i>	<i>Internet: http://www.cam.ac.uk/cambuniv/termdates.html and http://www.admin.cam.ac.uk/univ/degrees/dates</i>
7.1.2	<i>Course information</i>	<i>Information about courses is not provided by the College. See the University of Cambridge website for more information about the courses available to students.</i>	<i>Internet: http://www.cam.ac.uk/cambuniv/courses.html</i>
7.1.3	<i>Senior Tutors' Committee</i>	<i>The University's Senior Tutor's Committee is involved in programme approval and review. The constitution and terms of reference of the Senior Tutors' Committee, and the membership of its subcommittees, are available on its website.</i>	<i>Internet: http://www.admin.cam.ac.uk/committee/seniortutors</i>

7.1.4	<i>Internal procedures for assuring academic quality and standards</i>	<i>Information about course assessment is handled through the University. Published information will be described in the University of Cambridge's publication scheme.</i>	Internet: http://www.admin.cam.ac.uk/univ/information/foi/
7.1.5	<i>Contact information</i>	<i>Information about University staff including contact details for each University school/department is available on their website.</i>	Internet: http://www.cam.ac.uk/deptdirectory/ and http://www.cam.ac.uk/staffstudents/univ.html
7.1.6	<i>Other information about University responsibilities</i>	<i>Consult the publication scheme for Cambridge University or its Freedom of Information pages.</i>	Internet: https://www.information-compliance.admin.cam.ac.uk/files/cambridge_foi_publication_scheme.pdf and https://www.information-compliance.admin.cam.ac.uk/files/cambridge_foi_publication_scheme.pdf
7.2	College Information	This category describes information about the College's teaching interactions with the University.	
7.2.1	<i>Academic arrangements</i>	<i>The College website provides procedures for changing courses.</i>	Internet: https://www.kings.cam.ac.uk/study/undergraduate/subjects/choosing-a-subject
7.2.2	<i>Qualitative data on the quality and standards of learning</i>	<i>The Senior Tutor reports to Council each academic year, summarising exam results and reporting in general terms on academic progress.</i>	On request, or on the internet: See 1.2.4
7.2.3	<i>Staffing structure of College and University</i>	<i>This category includes job titles of academic officers and staff of the College.</i>	Internet: https://www.kings.cam.ac.uk/research/college-officers and https://www.kings.cam.ac.uk/research/fellows

7.2.4	<i>Fees and financial support</i>	<i>This category includes information about College and University fees for UK students, EU students and other international students.</i>	<i>Internet:</i> https://www.kings.cam.ac.uk/study/undergraduate/fees-and-finance/undergraduate-financial-support <i>and</i> https://www.kings.cam.ac.uk/study/graduate/funding-for-graduates
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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 may be exempt from publication for data protection reasons.

The website addresses contained in section 8 are up-to-date as of 18 March 2024.

	Category	Description	Manner
8.1	<i>Research Committee</i>	<i>The Research Committee reports to the Governing Body annually via the Research Managers (Fellows appointed by Governing Body to manage the College's research activities).</i>	See 1.2.6 for the report, and https://www.kings.cam.ac.uk/research/research-committee for the terms of reference
8.2	<i>Research</i>	<i>King's College supports collaborative research projects and seminars that bring together graduate students and professional academics in front-line areas of research.</i>	Internet: https://www.kings.cam.ac.uk/research
8.3	<i>Entrepreneurship Lab</i>	<i>The E-lab aims to equip students with entrepreneurial skills and to support those wishing to explore a career path in innovation, entrepreneurship and business. This is achieved through competitions, seminars, and other one-off initiatives.</i>	Internet: https://www.kingselab.org/

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 Cambridge University, its relationship with the local community (such as through the Shop and Chapel), and how it retains contact with its former staff and students (through the Development Office).

The website addresses contained in section 9 are up-to-date as of 18 March 2024.

	Category	Description	Manner
9.1	Cambridge University	Information in this category documents how King's College works with the University on matters of common interest affecting the education of students and the pursuit of scholarship and research.	
9.1.1	<i>Relations with the University</i>	<i>Relations between the College and the rest of the University of Cambridge are overseen by the University Council, which has responsibility for the management and administration of the whole of the University.</i>	Internet: https://www.governance.cam.ac.uk/committees/council/Pages/default.aspx
9.1.2	<i>Annual Accounts</i>	<i>The College reports its annual accounts to the University.</i>	See 2.2.1
9.2	<i>Amicabilis Concordia</i>	The College's relationship with Eton College, Winchester College, and New College Oxford.	See 1.1.3
9.3	Development Office	The information within this category details how the College maintains its relationship with its members (previous Fellows and students) and donors.	
9.3.1	<i>Publications</i>	<i>Periodically the Development Office publishes fundraising leaflets. Many are catalogued in KCAR/10 (see https://archivesearch.lib.cam.ac.uk/repositories/7/archival_objects/290197). To request a list of current publications please include the years of interest.</i>	On request or on the internet: https://www.kings.cam.ac.uk/members-and-friends/publications

		<i>The Development office also publishes <u>King's Parade</u> magazine (available on-line since the 2000 issues), an on-line e-newsletter called the <u>King's Herald</u> since 2018, a <u>Philanthropy Report</u> (available on-line since the 2015-16 issue) and the College's <u>Annual Report</u> (available on-line since the 2008 issue). The <u>Annual Report</u> includes reports from College Officers and departments, appointments and honours, news of expenditures and gifts and other news and business over the past academic year.</i>	
9.3.2	Contact information	<i>The Development Office terms of reference and contact information are available on the College website.</i>	Internet: https://www.kings.cam.ac.uk/members-and-friends/who-we-are
9.4	News	This category covers the way the College spreads news and information about recent or planned events in College to the wider world.	Internet: https://www.kings.cam.ac.uk (bottom strapline) and https://calendar.kings.cam.ac.uk/ See also 8.3
9.5	Student Recruitment	The Tutorial Office publishes information of interest to prospective students.	Internet: https://www.kings.cam.ac.uk/study-at-kings
9.6	King's College Chapel	<i>Details of current opening times; dates, times and music to be sung in forthcoming services; Orders of Service for the Festival of Nine Lessons and Carols and other services.</i>	Paper: on request. Internet: https://www.kings.cam.ac.uk/chapel
9.7	The Shop at King's	Merchandise available in the Shop.	Internet: https://shop.kings.cam.ac.uk