

# UCFB|GIS\*

## Public Information Policy

Author:

	Head of Global Marketing and Communications , and Deputy Registrar
Version Number:	1
Approval Date:	21 June 2023



- x Teaching and learning materials
- x Outputs from research or scholarly activity

## 2. Policy

### 2.1. Key Principles

- 2.1.1. An owner and author(s) should be identified for all information published by UCFB|GIS. Owners may include individual postholders or formal boards, committees, or groups convened by UCFB|GIS.
- 2.1.2. The authors and owners of public information have primary responsibility for ensuring that all information published by UCFB|GIS is accurate, clear, unambiguous and timely.
- 2.1.3. UCFB|GIS will identify the body or postholder responsible for the



specifications and module d



## 2.8.2. Tuition

# UCFB|GIS

## Public Information Policy

Annex A

Public Information - Approvals checklist

Type of publication	Owner	Managed by	Disseminated to
Academic Course Portfolio and Documentation – Core documentation	Programme Portfolio Committee	Academic Quality Team	Student Administration; Admissions; Marketing and Recruitment
Academic Course Portfolio and Documentation – Student records system	Academic Quality Team	Student Administration	Uploaded to EBS; Exported to Student CRM for Marketing and Recruitment purposes
Academic Course Portfolio and Documentation – Website	Academic Quality Team	Marketing	UCFB GIS websites, printed and electronic information
Academic Course Portfolio and Documentation – UCAS	Academic Quality Team	Admissions	UCAS and, as required, UEL and SLC
Tuition fees and scholarships	Approved by the Accountable Officer on behalf of UCFB GIS Board of Directors	Marketing; Admission	UCFB GIS websites; SLC; UCAS
UCFB GIS websites	Various	Marketing	Departments wishing to amend content hosted on a UCFB GIS website will submit a request via the On - Line Request Form ( <a href="#">Wrike</a> ).
		Marketing, based on course information disseminated by Academic Quality Team	Public, <del>Central</del> Admissions Committee applicants via websites, email communications, and printed documentation



