

## **MERTON COLLEGE, OXFORD**

### **FREEDOM OF INFORMATION ACT 2000 (FOIA) PUBLICATION SCHEME**

The following publication scheme for Merton College in the University of Oxford describes the information made publicly available by the College, how the information can be accessed, and whether or not a charge will be made for it to cover administration costs.

The aim is to give a clear description of College publications which are routinely accessible, so that members of the public are informed of the nature of college activities and objectives in a transparent fashion.

All publications are available either in hard copy, electronically or via the College website at [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk).

Information may not be published for one or several of the following reasons:

The College does not hold the information;

The information is exempt under one of the Freedom of Information exemptions, or Environmental Information Regulations exceptions, or its release is prohibited under another statute;

The information has been archived, is out of date or is otherwise inaccessible;

Compilation of the information would be impractical or excessively time consuming.

All queries, complaints, comments and suggestions concerning this Publication Scheme, including requests for provision of information in a more accessible format, should be addressed in writing to the Information Officer, who is responsible for maintaining the scheme on behalf of the College:

Clifford Webb  
Finance Bursar  
Merton College  
Merton Street  
Oxford OX1 4JD  
Tel: 01865 286505  
Fax: 01865 286500  
[clifford.webb@merton.ox.ac.uk](mailto:clifford.webb@merton.ox.ac.uk)

Any dissatisfaction with a response by the Information Officer may be referred to the Warden, who will arrange for the matter to be reviewed internally. Any further dissatisfaction with the outcome may be referred to:

The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

The publication scheme will be reviewed annually by the Information Officer and the copyright in this publication scheme and its contents is reserved to Merton College.

## ORGANISATIONAL INFORMATION

Merton College was founded in 1264 under royal charter by Walter of Merton, Lord Chancellor of England and Bishop of Rochester, and was established in Oxford by 1267.

Merton is the earliest example of an independent English university college founded with its own statutes and endowment.

### LEGAL FRAMEWORK

The College is a charity whose object is for the public benefit to promote religion, education, learning and research through the provision of a college in Oxford or elsewhere.

The College was registered as a charity number 1139022 on 15 November 2010. Prior to that date the College was an exempt charity as listed in schedule 2(b) of the *Charities Act 1993*.

The College's governing documents are its **Statutes** enacted under the *Universities of Oxford and Cambridge Act 1923* and its **Bylaws**.

Both documents can be provided on request in hard copy for a fee or electronically by email attachment.

### ORGANISATION

The College is administered by its **Governing Body** which comprises the **Warden**, who chairs its meetings and is the leader of the College, and **Fellows** who are employees either of the College or of the University.

The Fellows include **Tutors**, who are responsible for teaching and supervision of students, **Research Fellows**, **College Officers** and **Professorial Fellows**.

The Governing Body meets three times each term and meetings in which open business is discussed are attended by the student Presidents of the Junior and Middle Common Rooms.

The day-to-day affairs of the College are administered by **College Officers**, including the following:

- (i) The **Senior Tutor**, who is responsible for the overall administration of academic business;
- (ii) The **Finance Bursar**, who is responsible for the overall administration of financial business;
- (iii) The **Domestic Bursar**, who is responsible for the overall administration of domestic business;
- (iv) The **Land Agent**, who is responsible for administration of the College's estates and buildings;
- (v) The **Development Director**, who is responsible for the College's Fundraising and Alumni Relations.
- (vi) The **Librarian** and **Chaplain**.

The College is administered through a series of standing committees, each of them reporting to the Governing Body. Those of particular importance are:

- (i) The **Warden and Tutors' Committee**, which has authority to make and enforce regulations on all matters concerning students, including academic work, use of College facilities and disciplinary matters;
- (ii) The **Domestic Committee**, which is responsible for oversight of the domestic management of the College, including suggestions, requests and complaints brought to it by students, who are represented on the Committee by the Presidents of the Junior and Middle Common Rooms.
- (iii) The **Finance Committee**, which is responsible for oversight of the financial management of the College, including charges to students.
- (iv) The **Joint Committee**, at which students may raise any matters related to the College with College Officers.

Further information is contained in the Statutes and Bylaws (see above under Constitution) and in the **College Handbook** which is available at <http://www.merton.ox.ac.uk/currentstudents/index.shtml>

## **LOCATION AND CONTACT DETAILS**

Information for visitors to the College is available at <http://www.merton.ox.ac.uk/aboutmerton/visitorinfo.shtml>

Address, telephone and email address details are available at <http://www.merton.ox.ac.uk/aboutmerton/contact.shtml>.

For further details of the Fellows and key staff see <http://www.merton.ox.ac.uk/aboutmerton/people.shtml>

## **TEACHING**

College Fellows and Lecturers provide tuition for undergraduate students and academic supervision for graduate students who are studying for degrees within the University of Oxford ([www.ox.ac.uk](http://www.ox.ac.uk)).

The procedure for applying for a place at the College is described at <http://www.merton.ox.ac.uk/admissions/index.shtml> and <http://www.merton.ox.ac.uk/graduateadmissions/index.shtml>

Further details concerning courses and academic activities are contained in the College Handbook at <http://www.merton.ox.ac.uk/currentstudents/index.shtml>.

Details of individual courses of study at undergraduate level are described at [http://www.merton.ox.ac.uk/admissions/ug\\_subjects.shtml](http://www.merton.ox.ac.uk/admissions/ug_subjects.shtml)

## **RESEARCH**

The College supports the research activities of its Fellows, which are described at [http://www.merton.ox.ac.uk/fellows\\_and\\_research/index.shtml](http://www.merton.ox.ac.uk/fellows_and_research/index.shtml)

The College provides research support through direct recruitment of Junior Research Fellows and Fitzjames Research Fellows, through employment of Tutors and other University academic post

holders, through provision of research grants, IT and infrastructure for study, and by fostering special interest groups on

The History of the Book [http://www.merton.ox.ac.uk/fellows\\_and\\_research/historyofthebook.shtml](http://www.merton.ox.ac.uk/fellows_and_research/historyofthebook.shtml)

Global Directions [http://www.merton.ox.ac.uk/fellows\\_and\\_research/globaldirections.shtml](http://www.merton.ox.ac.uk/fellows_and_research/globaldirections.shtml)

Biomedical and Life Sciences [http://www.merton.ox.ac.uk/fellows\\_and\\_research/biomedical.shtml](http://www.merton.ox.ac.uk/fellows_and_research/biomedical.shtml)

## **LIBRARY**

The College Library is the oldest continuously functioning university library in the world.

Further information may be found at <http://www.merton.ox.ac.uk/aboutmerton/library.shtml>

## **CHAPEL AND CHORAL FOUNDATION**

The College Chapel is a place for public worship and performance, including performance by the Merton College Choral Foundation.

Further information may be found at <http://www.merton.ox.ac.uk/aboutmerton/chapel.shtml>

## **STUDENT ACTIVITIES AND SUPPORT**

The College provides:

- Residential accommodation for all undergraduate students;
- Residential accommodation for the majority of graduate students;
- Voice/data communications in all accommodation and IT facilities in communal spaces;
- Meals throughout most of the year for all students;
- Welfare and counselling services for all students;
- Grant support for academic and non-academic reasons;
- Common Rooms and associated funding for all students;
- A sports ground, boat house, sports clubs and a fitness training room for all students;
- Facilities for music, theatre and artistic activities.

Further information may be found at <http://www.merton.ox.ac.uk/currentstudents/index.shtml> and in the College Handbook.

## **CONFERENCES**

For information on conference facilities at the College see <http://www.merton.ox.ac.uk/conferences/index.shtml>

## FINANCIAL INFORMATION

Up to 50% of revenue expenditure is funded by the College's own investment income, with roughly a further 20% provided by student fees and 20% by student accommodation and meal charges, with the balance of 10% being provided by conference income, revenue donations and miscellaneous receipts.

The College does not charge tuition fees to UK/EU undergraduate students. Teaching funds for UK/EU undergraduate students is provided by the University of Oxford from funds made available by the Higher Education Funding Council. The College does not normally receive any other kind of public funding.

More than 50% of expenditure is accounted by payroll costs, about 15% by building maintenance and depreciation, up to 10% on library, scholarships, research costs and student activities, up to 10% on premises expenditure, and 5% on catering supplies.

The College incurs heavy expenditures on its extensive estate of buildings dating from the 14th through the 21st centuries, including land that has been in its ownership since foundation.

In the absence of support from public funds, the College is reliant on fundraising and donations to support capital projects, including major building projects and the endowment of teaching posts and student scholarships.

The College Finance Committee meets at least six times each year, and reviews all items of income and expenditure, the annual budget and financial statements, financial risks and investment policy and transactions. The Finance Committee and its sub committees are attended by external members who are not members of the Governing Body but who are practitioners in accounting, finance, investments or the law.

Further information, including a functional analysis of expenditure, is contained in the College financial statements which are published on the University website at

[http://www.ox.ac.uk/about\\_the\\_university/facts\\_and\\_figures/college\\_finances08.html](http://www.ox.ac.uk/about_the_university/facts_and_figures/college_finances08.html)

Financial statements from earlier years may be available electronically, or in hard copy on payment of a charge.

Other financial information is available from the following sources:

For tuition fees and student charges see

[http://www.merton.ox.ac.uk/admissions/ug\\_fundingandfees.shtml](http://www.merton.ox.ac.uk/admissions/ug_fundingandfees.shtml) and  
<http://www.merton.ox.ac.uk/graduateadmissions/application.shtml>

Salary scales applicable to academic staff can be found at

[http://www.admin.ox.ac.uk/finance/salaries\\_expenses/scales/](http://www.admin.ox.ac.uk/finance/salaries_expenses/scales/)

The College Staff Handbook can be made available electronically, or in hard copy on payment of a charge

For more about College fundraising activities see

[http://www.merton.ox.ac.uk/alumni\\_and\\_friends/support.shtml](http://www.merton.ox.ac.uk/alumni_and_friends/support.shtml)

Mandates for ordering and purchasing goods and services can be made available electronically, or in hard copy on payment of a charge.

## STRATEGIES AND PLANS

The operational priority of the College is to provide first-class academic services and support for its student and senior members.

The Governing Body draws up overarching plans and strategies periodically, with the objectives of achieving a coherent and representative balance of academic disciplines, matching resources with activities and delivering a first-class service across all activities. A summary will be included in future Annual Reports.

College plans and strategies take into account developments within, and funds made available to the higher education sector and the University of Oxford specifically. The University's activities are embodied in its Strategic Plan and are described in its Annual Review, see

[http://www.ox.ac.uk/about\\_the\\_university/introducing\\_oxford/annual\\_review/the.html](http://www.ox.ac.uk/about_the_university/introducing_oxford/annual_review/the.html)

The College's planning process entails consultation with the University, its constituent divisions and departments, and with other member colleges, see

[http://www.ox.ac.uk/about\\_the\\_university/introducing\\_oxford/the\\_structure\\_of\\_the\\_university/index.html](http://www.ox.ac.uk/about_the_university/introducing_oxford/the_structure_of_the_university/index.html) and <http://www.ox.ac.uk/colleges/index.html>

The College devotes considerable resources to the recruitment and supervision of student members. See also above **ORGANISATIONAL INFORMATION, STUDENT ACTIVITIES AND SUPPORT**.

The College seeks to develop and improve relationships with schools, colleges and local authorities through employment of a Schools Liaison Officer, by provision of access through Open Days for prospective students and through schoolteacher visits. More details can be found at

[http://www.merton.ox.ac.uk/admissions/ug\\_teachers.shtml](http://www.merton.ox.ac.uk/admissions/ug_teachers.shtml) .

Applicants for undergraduate courses who are shortlisted are normally interviewed personally by senior members of the College who will be responsible for teaching them, before being offered a place.

Academic performance of student members is monitored through tutorials, directed study, internal examinations, review meetings and/or academic supervision provided by senior members of the College.

The Senior Tutor presents to the Governing Body a detailed formal report on academic results at the end of each academic year. The report contains personal information and is not available for publication, but it is intended to include a summary in the Annual Report in future.

The Senior Tutor convenes the Warden and Tutors Committee every second week during academic term to discuss academic progress.

Review meetings for individual students with the Warden, Senior Tutor or Dean of Graduates are held at least once each year.

Discreet formal and informal procedures are in place to facilitate the free expression of grievances or complaints by student members, and to allow anonymous feedback concerning deficiencies in academic provision.

Further details on all these matters are contained in the College Handbook at <http://www.merton.ox.ac.uk/currentstudents/index.shtml> and the website at <http://www.merton.ox.ac.uk/currentstudents/index.shtml> and elsewhere.

Details of research interests of Fellows are published at [http://www.merton.ox.ac.uk/fellows\\_and\\_research/fellows.shtml](http://www.merton.ox.ac.uk/fellows_and_research/fellows.shtml) .

## **DECISION MAKING PROCESSES**

All key decisions are made by the Governing Body of the College on the basis of reports and recommendations submitted by College Committees or College Officers, see above

**ORGANISATIONAL INFORMATION.**

Copies or extracts of Governing Body Minutes can be provided in hard copy on payment of a charge. Minutes of more recent meetings may be made available electronically.

College Committees and College Officers have delegated authority to make limited decisions within the framework of procedures and mandates that are approved by the Governing Body. These are set out in the Statutes and Bylaws, and in the College Handbook, see above **ORGANISATIONAL INFORMATION.**

## **POLICIES AND PROCEDURES**

Policies and procedures published on our website at <http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml> are as follows:

Freedom of Information  
Equality  
Disability Equality  
Gender Equality

Policies and procedures applying to students, including contractual information, academic and non-academic provision, obligations and discipline, confidentiality (medical and welfare), data protection, harassment and serious misconduct, grievances and complaints, computer use, freedom of speech and health and safety and published in the College Handbook.

Policies and procedures concerning College staff are contained in the Staff Handbook and Health and Safety Manual, which may be provided electronically, or in hard copy on payment of a charge. These documents include coverage of terms and conditions of employment, data protection, computer misuse, grievances, misconduct, equality and health and safety.

Further policies and procedures concerning Fellows and academic staff are contained in the Statutes and Bylaws, see above **ORGANISATIONAL INFORMATION**.

## SERVICES

Information about student recruitment can be found on the website at <http://www.merton.ox.ac.uk/admissions/index.shtml> and <http://www.merton.ox.ac.uk/graduateadmissions/index.shtml> .

Information for current students can be found on the website at <http://www.merton.ox.ac.uk/currentstudents/index.shtml> .

Information concerning the hire of College facilities for conferences and functions can be found at <http://www.merton.ox.ac.uk/conferences/index.shtml> .

Library and archive services for scholars and members of the public are described at <http://www.merton.ox.ac.uk/aboutmerton/library.shtml> .

Information about the College as a place of public worship and performance can be found at <http://www.merton.ox.ac.uk/aboutmerton/chapel.shtml> .

Visitors and members of the public should refer to <http://www.merton.ox.ac.uk/aboutmerton/visitorinfo.shtml> .

Information of special interest to alumni and friends of the College can be found at [http://www.merton.ox.ac.uk/alumni\\_and\\_friends/index.shtml](http://www.merton.ox.ac.uk/alumni_and_friends/index.shtml) .

News items are shown on the home page of the website at <http://www.merton.ox.ac.uk/index.shtml>