



Nazarene Theological College

Freedom of Information

Nazarene Theological College makes information available in accordance with the Freedom of Information Act.

The Act promotes greater openness and accountability across the public sector by requiring all public authorities to make information available proactively, through a publication scheme. Adopting a publication scheme is a legal requirement of the Freedom of Information Act 2000.

Publication scheme

A publication scheme is a document which describes the information a public authority publishes, or intends to publish. Public authorities are defined in the Freedom of Information Act and include universities, further education colleges and sixth-form colleges.

In this context 'publish' means to make information available routinely. The scheme is not a list of the actual publications because this will change as new material is published or existing material revised. It is, however, the College's commitment to make available the information described.

The information you are looking for may already be available via NTC's website. The Publication Scheme is a guide to the types of information that the College publishes or intends to publish and much of this information is available on the website.

Section 1: Who We Are and What We Do

Information about the history and origins of the university is available electronically on the College website [here](#).

Section 2: What we spend and how we spend it

Funding/Income

A summary of the College's last year's income and expenditure can be found on the UK Charity Commission website [here](#).

Financial Audit Reports

NTC's Audited financial reports for the last five years are available on the Charity Commission website [here](#).

Fees

Our current student fees and available bursaries can be found on our website [here](#).

Section 3: What our priorities are and how we are doing

Strategy Plan

A copy of our current strategic plan is held on the NTC network drives and is available upon request from dataprotection@nazarene.ac.uk.

Quality Assurance

Information about NTC's latest Quality Assurance Agency review outcome can found [here](#).

Access and Participation

NTC actively seeks to support entry and progression for students from disadvantaged and non-traditional backgrounds. Read more about this in our Access and Participation Statement and Plan [here](#).

Equal Opportunity Statement

This can be found [here](#). Our full *Equality and Diversity Policy* is available on our Moodle Student Portal and is available upon request to dataprotection@nazarene.ac.uk.

Mental Health and Wellbeing

Our *Mental Health and Wellbeing Policy* is available on our Moodle Student Portal and is available upon request to dataprotection@nazarene.ac.uk.

Section 4: How we make decisions

A full list of our current board of governors can be found on our website [here](#).

Our Statement of Primary Responsibilities can be found on our website [here](#).

Committee structure documents are available to staff on shared network drives.

Students are represented on a range of NTC academic and administrative committees. More information about student council representation can be found on the Moodle student portal information page [here](#).

Public access to the Student Council structure is available upon request to dataprotection@nazarene.ac.uk.

Section 5: Our Policies and Procedures

The following NTC policies are available for all students via our Moodle Student portal and access to any particular policy is available upon request to dataprotection@nazarene.ac.uk:

- Academic Appeals Form
- Accommodation Policy
- Allegation of Harassment Form
- Allegation of Sexual Misconduct form
- College Grounds Safety policy
- Community Living Policy
- Complaints Policy
- Conflict of Interest Policy
- Crisis communication Plan Policy
- Data Protection Policy
- Equality and Diversity Policy
- Fair Processing Notice
- Fee Terms and Conditions

Fitness to Study Policy
Free Student Audit Policy
Freedom of Speech and Event Policy
Library Policy and Information
NTC Academic Malpractice Policy
NTC Appeals Policy
NTC Corporate Criminal Offences Policy
NTC Mental Health and Wellbeing Policy
NTC Mitigating circumstance policy
NTC student protection plan
Out of Hours Policy
Policy on Conduct and Discipline of Students
Prevent Duty – Preventing Extremism and Radicalisation Policy
Public Information Policy
Recycling Policy
Research Ethic Policy
Safeguarding Policy
Social Media Policy
Student Acceptable Use of IT Policy
Student Complaints Form
Student Hardship Fund Application Form
Student Hardship Fund Guidelines for PCG tutors
Student Mental Health Policy
Student Policy on Sexual Misconduct
Student Videoconference Guide

Complaints Procedure

If you wish to make a comment or a complaint about the publication scheme, please contact the Data Protection officer at dataprotection@nazarene.ac.uk and the College will respond to your complaint within a reasonable time.

If you feel that NTC has refused access to information to which you are entitled, or has not dealt with your request for information appropriately under the FOIA, you have a right of appeal. An appeal in the first instance should be directed to the Data Protection Office.

You should include:

- details of your initial request
- any other relevant information

The College will deal with your appeal within a reasonable time, and will inform you of the projected time scale on receipt of your complaint.

You are also welcome to contact the Data Protection Office with informal questions about the handling of your request (dataprotection@nazarene.ac.uk).

After the College's internal appeals procedure has been exhausted, you have a further right of appeal to the Information Commissioner's Office. Details of this procedure can be found at <https://ico.org.uk>.

Section 6: List and Registers

6.1 Any information we are currently legally required to hold in publically available registers:
Not held / Not applicable

Section 7: The Services we offer

Programme information

Undergraduate Student Handbook – Available from the Student Portal [here](#).

Postgraduate Taught Handbook – Available from the Student Portal [here](#).

Postgraduate Research Handbook – Available from the Student Portal [here](#).

Individualised course advice is available from our Academic Office team on the Ground Floor of the White House Building, NTC, Dene Road, Didsbury, Manchester, M20 2GU.

Public access to the Course Handbooks is available upon request to dataprotection@nazarene.ac.uk.

Learning Support

Information for students is available from the Student Portal [here](#).

Chaplaincy Support

Information for students is available from the Student Portal [here](#).

Weekly Research Seminars

Information for students is available from the Student Portal, accessible upon request.

Library Support

Information for students is available from the Student Portal [here](#). Members of the public are welcome to take our membership and can find out more information by emailing our library team at library@nazarene.ac.uk.

Careers guidance

Information for students is available from the Student Portal [here](#).

Retention of records

The Retention of Records Schedule forms part of our Data Protection Policy and is available on NTC's Moodle Student portal. It is available upon request to dataprotection@nazarene.ac.uk.

Make a freedom of information request

Requests for information may be submitted in writing. On receipt of a written request, the College is required to inform the requester whether it holds the information applied for and, if it does, subject to exemptions set out in the Act, to supply that information to the enquirer within 20 working days from the receipt of the request.

Any personal information relating to Governors, Staff, Faculty, Students or Contractors must be redacted or agreed with the person concerned prior to release under Freedom of Information.

You can request information by writing to the Data Protection Office at:
dataprotection@nazarene.ac.uk.

This policy is based on the following University of Manchester Freedom of information policies.

Document control box	
Policy title:	Freedom of Information Statement
Policy Date approved:	14 June 2023
Approving body:	Administrative Council/Board of Governors
Version:	1.0
Source/Supersedes:	
Next review date:	September 2024 September 2025 September 2026 September 2027
Lead contact:	Vice Principal (Operations)