

Publication Scheme

1. Introduction

Section 19 of the Freedom of Information Act (FOIA) 2000 requires qualifying organisations to adopt and maintain a Publication Scheme.

Bloomsbury Institute has adopted the [Information Commissioner's Model Publication Scheme](https://ico.org.uk/for-organisations/foi-eir-and-access-to-information/guide-to-freedom-of-information/publication-scheme/)¹ for Higher Education and is committed to routinely publishing the information to comply with its obligations under the FOIA. The scheme commits us to making a significant amount of information easily and routinely available to the public and we strive to be as open and transparent as possible in our policies and processes. The contents of the scheme can be accessed below.

2. Bloomsbury Institute Publication Scheme

Last updated: June 2024

2.1 Who we are and what we do

Legal framework	About Us Regulation, Quality and Governance Corporate and Academic Governance Framework Articles of Association
How the institution is organised	Our people Organisation Structure Operational areas Corporate and Academic Governance Framework
Location and contact details	Our Campus Contact Us
Organisations Bloomsbury Institute partners and works with	Partnerships Bloomsbury Law Clinic Work with us Our community
Student Activities	Student Guild

2.2 What we spend and how we spend it

Funding / Income	Fees & Financial Support Summary of 2023-24 course fees
Financial statements, budgets and variance reports	Financial statements
Financial audit reports	Details on our external auditor reports available on request. Please email finance@bil.ac.uk
Financial regulations/ procedures	Available upon request. Please email finance@bil.ac.uk
Staff allowances and expenses	Available upon request. Please email finance@bil.ac.uk
Procurement and tender procedure	Information regarding the Institute's major contracts will be available on request subject to FOI exemptions regarding commercial interests, confidentiality and future publication. Please email finance@bil.ac.uk

2.3 Our priorities and how we are doing

Institutional aims	Our Purpose
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¹ <https://ico.org.uk/for-organisations/foi-eir-and-access-to-information/guide-to-freedom-of-information/publication-scheme/>

Committee minutes	Committee minutes - Bloomsbury Institute London (bil.ac.uk)
Strategies and plans	Strategic plan 2022-25
Academic Quality and Standards	Quality and Enhancement Manual
External and internal audit; review information	Annual review and evaluation
Corporate relations	Partnerships Bloomsbury Law Clinic Our community
Compliance with duties under the Equality Act 2010	Equality, Diversity and Inclusion Policy

2.4 Our policies and procedures

Policies and procedures	Quality Enhancement Manual Student Transfer Arrangements
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2.5 Lists and registers

Registers	Office for Students UKVI Register of licensed sponsors Data protection public register (Reference number Z1082474)
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2.6 The services we offer

Courses	Business and Management courses Accounting and Finance courses Law courses
Community	Bloomsbury Radio Bloomsbury Law Clinic Schools and College workshops
Student wellbeing, support and development	Employability services Wellbeing services Bloomsbury Institute Student Guild
Fees and financial support	Fees and Financial Support Free laptops Travel bursary Guidance on financial support for students with disabilities
Library facilities	Online library resources https://www.bil.ac.uk/library/ Bloomsbury Institute students can access Birkbeck Library

3. Additional information

Our website is the easiest way for most people to access the information required under the scheme; however, some information may not be suitable for uploading to the website. In these cases, you will see contact details listed to request this information, or alternatively you can request this by emailing dpo@bil.ac.uk

When complying with a request for any information in addition to that listed above, the FOIA 2000 allows us to recover our communication costs, such as (but not limited to) photocopying, printing and postage as well as other costs if the cost of complying with the request exceeds the cost limit referred to in the

legislation. We are not always obliged to provide requested information. Please see our [Freedom of Information Policy](#)² for further information.

² <https://www.bil.ac.uk/app/uploads/2023/06/Freedom-of-Information-Policy.pdf>