1. General Policy Statement

Université Paris Dauphine – PSL, London publishes and communicates information that is accurate, fair, reasonable, and timely. We distinguish public information from internal information:

- **Public information** is for external audiences. Public information is communicated in the context of policy and legislation, including the Data Protection Act 2018, GDPR and the QAA UK Quality Code: Admissions, Recruitment and Widening Access.

- **Internal information** is for Université Paris Dauphine – PSL, London staff (academic and non-academic) and students.

The Quality and Programmes Manager oversees Université Paris Dauphine - PSL, London campus' Quality Management System (QMS). All our documents must be managed in line with our **Quality Management System Policy**. These documents may be:

- For **public use** and/or
- For **students use** and/or
- For **staff use**.

Any document for public use must be managed in line with the Public Information Policy set out below.

2. Public Information Policy and procedures

We aim to provide **transparent and regular information to external stakeholders**, in particular to our prospective students, so they can get an accurate impression of Université Paris Dauphine – PSL, London campus' offering and make informed decisions with regards to their choice of study.

2.1 Scope

This policy includes information published electronically (primarily via the Université Paris Dauphine – PSL, London campus' website and social media) and printed. It excludes letters, presentations, verbal communication and any internal documents (such as teaching and learning material or the output from scholarly activities).

2.2 Website and online media

The Quality and Programmes Office is responsible for ensuring that information on our website is always up to date, accurate and appropriate. They ensure through a process of regular review, which includes the Programmes Leads/Director that information on our website is accurate, substantiated, and appropriate.

Document: Public Information Policy and Procedures		Version: V3	Authorised by: Board of Directors
Issue date: 19 October 2020	Latest review: 17 June 2022		Owner: Managing Director
Public use: yes	Staff use: yes	Students use: yes	Next review date: June 2023

We also issue and regularly updates a Guide on Social Media Use for the attention of all students, to help them to better use social media, respect Université Paris Dauphine – PSL London campus' image and comply with the relevant legal framework.

In line with the cooperation agreement between Université Paris Dauphine – PSL, London campus and Université Paris Dauphine - PSL, most of Université Paris Dauphine – PSL, London campus programmes are listed on both websites. Only generic information is provided on the Université Paris Dauphine – PSL website, alongside links to the Université Paris Dauphine – PSL, London campus website. Regular reviews of the Université Paris Dauphine – PSL's webpages mentioning Université Paris Dauphine – PSL, London campus programmes are performed by the London campus team.

2.3 Procedure

This procedure applies specifically to:

- Prospectuses, brochures and other promotional publications
- Website and online media
- Communication with the press/media
- Advertisements

The communication of the documents for public use listed above is authorised by the Managing Director (MD), or by delegation of the MD authority, to another member of Management. Local record-keeping procedures are defined by the Quality Manager.

Stage 1

Stage 1 pertains to the content published in the documents. All approvers accept responsibility for statements being factually accurate, reasonable, verifiable, up to date and compliant with relevant legislation and policy.

The table below shows staff responsibility for public information:

Type of information	Staff and/or Team responsible
General information about Université Paris Dauphine – PSL, London campus policies	Managing Director, supported by the Quality and Programmes Manager
Description of programmes including accurate information on: - curriculum - academic awards - entry criteria - teaching staff - duration - structure of the course	Programmes Directors/Leads
Admissions, including information on: -application dates, platforms and process - tuition fees, bursaries and scholarships	Quality and Programmes Office
References to fees, bursaries and scholarships	Quality and Programmes Office + Support Services Manager
Student Visas and immigration	Visa Officers

Incubator	Incubator Manager

Stage 2

Overall quality of publication	Quality and Programmes Manager

Stage 3

Final overview approval based on confirmation of stages 1 and 2	Managing Director

The Programmes and Quality Office will conduct regular audits of the website (at least once a year) based on the three stages above to ensure the information published is accurate and up to date.