

1. Public Information Policy

2. 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 Manager oversees Université Paris Dauphine - PSL, London’s 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.

3. 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 Dauphine London’s offering and make informed decisions with regards to their choice of study.

3.1 Scope

This policy includes information published electronically (primarily via the Université Paris Dauphine – PSL, London’s 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).

3.2 Website and online media

The Marketing team is responsible for ensuring that information on our website is always up to date, accurate and appropriate. The Marketing Team benefits from the support of the Programmes Administration Team, who is the key contact for any admissions and enrolment queries, in particular:

- Application dates, platforms and process
- Tuition fees, bursaries and scholarships

Document: Public Information Policy and Procedures		Version: V2	Authorised by: Board of Directors
Issue date: 19 October 2020		Latest review: 25 June 2021	Owner: Managing Director
Public use: yes	Staff use: yes	Students use: yes	Next review date: June 2022

The Marketing Team ensures, through a process of regular review, that information on our website is accurate, substantiated, and appropriate.

The Marketing team also issues and regularly updates a Guide on Social Media Use for the attention of all students, to help them to better use social media, respect Dauphine London’s image and comply with the relevant legal framework.

In line with the cooperation agreement between Université Paris Dauphine – PSL, London and Université Paris Dauphine - PSL, most of Université Paris Dauphine – PSL, London 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 website. Regular reviews of the Université Paris Dauphine -PSLs webpages mentioning Université Paris Dauphine – PSL, London programmes are performed by Université Paris Dauphine – PSL, London Marketing Team.

3.3 Procedure

This procedure applies specifically to:

- Prospectuses, brochures and other marketing 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, or by delegation of authority, to the Marketing and Promotions Manager, or alternatively another member of Senior Management. Local record-keeping procedures are defined by the Quality Manager. The Marketing Team will send regular reminders to the staff and/or Team responsible to ensure public information is up to date.

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 policies	Managing Director, supported by the Quality Manager
Description of programmes including accurate information on: <ul style="list-style-type: none"> - curriculum - academic awards - entry criteria - teaching staff 	Programmes Directors: <ul style="list-style-type: none"> - UG Programmes Director - Head of Summer Schools - Executive Education Director

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- duration - structure of the course	
Admissions	Programmes Directors, supported by the Senior Programmes Administrator
References to fees, bursaries and scholarships	Finance Officer and Senior Programmes Administrator
Marketing, events and communication	Marketing and Promotions Manager
Student Visas and immigration	Visa Officer
Dauphine London incubator	Dauphine London incubator Manager

Stage 2

Overall quality of publication	Marketing and Promotions Manager, supported by the Quality Manager
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Stage 3

Final overview approval based on confirmation of stages 1 and 2	Managing Director
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The Marketing and Promotions Manager, supported by the Quality Manager, will conduct regular audits of the website (at least once every six months) based on the three stages above to ensure the information published is accurate and up to date.

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