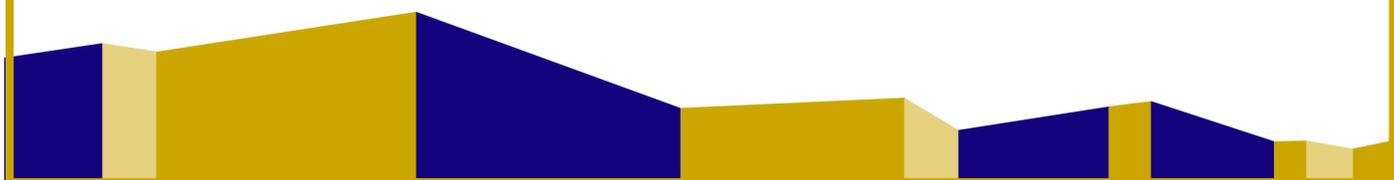


Freedom of Information at The Glasgow School of Art

Guide to information available through the
Model Publication Scheme



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Introduction

The Freedom of Information (Scotland) Act 2002 provides individuals with a right of access to recorded information held by Scottish public authorities. Anyone can exercise this right, and information can only be withheld where the Act expressly permits this. In addition, the Environmental Information (Scotland) Regulations 2004 gives the public rights of access to environmental information held by Scottish public authorities.

The Act also requires Scottish public authorities to produce and maintain a Publication Scheme. This scheme sets out the types of information that a public authority routinely makes available to the public.

The Glasgow School of Art has adopted the Model Publication Scheme 2013 produced by the Scottish Information Commissioner. The Commissioner has approved this Scheme until 31 May 2017. You can view information on the Scheme on the Commissioner's website at <http://www.itspublicknowledge.info>

Purpose of this Guide

The purpose of this Guide to Information is to allow you to:

- See the information that is available in relation to each class of the Scheme
- Understand any charges that may apply
- Find and access this information easily
- Obtain contact details for enquiries, or to get help with accessing the information
- Understand how to request other information we may hold that is not routinely published under the Scheme

This Guide can be found on our website at <http://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/>

Exemptions and Redactions

If a document contains information that is exempt under the legislation (for example, sensitive personal or commercial information), the Act allows for the redaction of such information before publication. In accordance with best practice we will explain where and why we have done this.

Copyright

Where The Glasgow School of Art holds the copyright in its published information, the information may be copied or reproduced under the fair dealings provisions of the Copyright, Designs and Patents Act 1988, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context
- the material is credited to 'The Glasgow School of Art'

Where The Glasgow School of Art does not hold the copyright in the information we publish, we will make this clear. It is your responsibility to seek the permission of the copyright holders before reproducing this material.

Alternative Access Arrangements

The information we publish through the Model Scheme is, wherever practicable, available free via our website at <http://www.gsa.ac.uk>. If you have a disability that prevents you accessing our information online, we can usually arrange to send information to you in paper copy through the post. We will not charge you for this service.

If you do not have a disability, we may charge for providing information directly to you (by post, for example), but we will charge you no more than it costs us to do so. We will always tell you what the cost is before providing information to you. Our current charging schedule is:

A3 B&W Photocopy	£0.09 per sheet
A3 Colour Photocopy	£0.50 per sheet
A4 B&W Photocopy	£0.05 per sheet
A4 Colour Photocopy	£0.30 per sheet
CD-ROM	£0.50 per disc
Postage	Cost incurred at time of posting
Pre-Printed Publications	Cost-per-copy of total print run

This charging schedule does not apply to our commercial publications. These items are offered for sale through retail outlets such as shops or websites, and their price reflects a market value of production.

Information Not in This Publication Scheme

For information not routinely published as part of our Publication Scheme, the Act permits us to charge for some of the costs we incur in providing such information. This may include staff time to collate information.

If your request costs us between £100 and £600 to provide the information, we can charge you 10% of the cost after the first £100 up to a maximum of £600. We are not permitted to charge you for costs up to the first £100. If your request costs us more than £600, we are permitted to refuse your request under the terms of the Act, though we would normally seek to discuss with you ways in which this cost can be reduced.

If we intend to charge you a fee for our information, we will send you a Fees Notice – you have 3 months in which you respond to this notice.

We are legally required to provide the information you request within 20 working days from receipt of the request.

Contact Us

For assistance with any aspect of our Publication Scheme, or to request information not published as part of this Scheme, please contact:

Virginia Toyi
Policy and Governance Officer
The Glasgow School of Art
167 Renfrew Street
Glasgow G3 6RQ
United Kingdom
E: foicoor@gsa.ac.uk
T: +44 (0)141 566 4429

If you are dissatisfied with any aspect of our service and wish to lodge a complaint, please contact:

Janet Allison
Deputy Registrar
The Glasgow School of Art
167 Renfrew Street
Glasgow G3 6RQ
United Kingdom
E: j.allison@gsa.ac.uk
T: +44 (0)141 353 4462

When writing to us, please include your full name and address, full details of the information you require, and a telephone number so we can contact you if necessary.

Codes of Practice

This Guide to Information is consistent with the following codes of practice:

Scottish Information Commissioner (2012) *Model publication scheme 2013 guidance*. Available URL <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/PublicationSchemeResources.aspx>

Scottish Ministers (2012) *Code of practice on the discharge of functions by public authorities under the Freedom of Information (Scotland) Act 2002*. Available URL <http://www.scotland.gov.uk/Publications/2004/09/19894/42618>

CLASS 1:**ABOUT THE GLASGOW SCHOOL OF ART****Class description:**

Information about us, who we are, where to find us, how to contact us, how we are managed, and our external relations.

The information we publish under this class	How to access it
General Information	
Contact and registered address	The Glasgow School of Art 167 Renfrew Street Glasgow G3 6RQ UK T: +44 (0)141 353 4500 E: info@gsa.ac.uk
Contact us	http://www.gsa.ac.uk/about-gsa/contact-us/
Core business hours	Our core business hours are 09.00-17.00 Monday-Friday, excluding public and local holidays. <i>For access outside these hours, please contact Reception at the number above.</i>
Complaints Handling Procedure (CHP)	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/complaints/
Freedom of Information	http://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/
Flow Magazine	http://www.gsa.ac.uk/about-gsa/publications/flow/
Institutional history	http://www.gsa.ac.uk/about-gsa/history-and-future/
Location and access	http://www.gsa.ac.uk/about-gsa/our-campuses/
Media centre	http://www.gsa.ac.uk/about-gsa/media-centre/
Organisational structure	http://www.gsa.ac.uk/about-gsa/our-structure/
Tours	http://www.gsa.ac.uk/visit-gsa/mackintosh-building-tours/
Corporate Governance	
Committee remits and memberships	http://www.gsa.ac.uk/about-gsa/governance/
Executive	http://www.gsa.ac.uk/about-gsa/our-people/executive-group/
Governors	http://www.gsa.ac.uk/about-gsa/our-people/governors/

Patrons and Presidents	http://www.gsa.ac.uk/about-gsa/our-people/patron-and-president/ http://www.gsa.ac.uk/about-gsa/our-people/
Scottish Charity Number	SC012490
Statement of corporate governance	http://www.gsa.ac.uk/about-gsa/governance/
Statutory instruments (external resource)	http://www.legislation.gov.uk/
Corporate Planning	
Institutional policies	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/
Milestone plans	http://www.gsa.ac.uk/about-gsa/history-and-future/our-future/gsa2025/
Occupational health and safety	http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/
Operational plans	http://www.gsa.ac.uk/about-gsa/history-and-future/our-future/gsa2025/
Planning processes	http://www.gsa.ac.uk/about-gsa/history-and-future/our-future/gsa2025/
Strategic plans	http://www.gsa.ac.uk/about-gsa/publications/strategic-plan/
External Relations	
Alumni	http://www.gsa.ac.uk/support-gsa/gsa-alumni/
Collaborative provision policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
GSA Enterprises Ltd.	http://www.gsa.ac.uk/about-gsa/our-structure-(1)/gsa-enterprises-ltd/
GSofA Singapore	http://www.gsa.ac.uk/study/gsofa-singapore/
International Partnership Policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Internationalisation strategy	http://www.gsa.ac.uk/about-gsa/history-and-future/our-future/gsa2025/
Knowledge exchange	http://www.gsa.ac.uk/research/working-with-gsa/
Relationship with University of Glasgow	http://www.gsa.ac.uk/about-gsa/key-information/relationship-with-the-university-of-glasgow/
Scottish Funding Council outcome agreement (external resource)	http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx

CLASS 2:**HOW WE DELIVER OUR FUNCTIONS AND SERVICES****Class description:**

Information about our work, our delivery mechanisms, and information for our service users.

The information we publish under this class	How to access it
Doctoral study	http://www.gsa.ac.uk/study/graduate-degrees/doctoral-study/
Foundation programmes	http://www.gsa.ac.uk/study/foundation-programmes/
Graduate degrees	http://www.gsa.ac.uk/study/graduate-degrees/
Knowledge exchange, collaborative research and consultancy	http://www.gsa.ac.uk/research/working-with-gsa/
Short courses	http://www.gsa.ac.uk/study/short-courses/
Research	http://www.gsa.ac.uk/research/
Undergraduate degrees	http://www.gsa.ac.uk/study/undergraduate-degrees/
Whistleblowing policy	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/

CLASS 3:**HOW WE TAKE DECISIONS****Class description:**

Information about the decisions we take, how we make decisions, and how we involve others

The information we publish under this class	How to access it
Academic Council: Remit and Membership	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/committee-structures-and-academic-workflow/
Academic Misconduct policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/student-policies/
Admissions policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
All-staff consultative events	http://www.gsa.ac.uk/about-gsa/publications/strategic-plan/gsa2025/
Board of Studies: Remit and	http://www.gsa.ac.uk/about-gsa/our-

Membership	structure/academic-services/committee-structures-and-academic-workflow/
Code of Assessment	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Course approval and closure policies	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Examination Board Policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
External Examiners Policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Learning and Teaching Enhancement Strategy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Periodic review and revalidation policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Posthumous awards policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/student-policies/
Principles for Public Engagement	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/
Programme Amendment and Course Approval and Amendment Group: Remit and Membership	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/committee-structures-and-academic-workflow/
Programme approval (validation) and withdrawal policies	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Programme and course changes policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Programme and course specifications	http://www.gsa.ac.uk/about-gsa/key-information/programme-specifications/
Programme Monitoring and Annual Reporting Policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Research and knowledge transfer strategy	http://www.gsa.ac.uk/research/
Research ethics policy	http://www.gsa.ac.uk/media/497492/gsa_research-ethics_policy.pdf
Strategic planning processes	http://www.gsa.ac.uk/about-gsa/publications/strategic-plan/gsa2025/
Undergraduate and Postgraduate Committee: Remit and Membership	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/committee-structures-and-academic-workflow/
University of Glasgow calendar (external resource)	http://www.gla.ac.uk/services/senateoffice/calendar/

CLASS 4:**WHAT WE SPEND AND HOW WE SPEND IT****Class description:**

Information about our strategy for, and management of, financial resources.

The information we publish under this class	How to access it
Annual reports and accounts	http://www.gsa.ac.uk/about-gsa/publications/annual-accounts/
Development projects	http://www.gsa.ac.uk/support-gsa/development-projects/
Donations	http://www.gsa.ac.uk/support-gsa/how-to-support/
Equal pay at the GSA	http://www.gsa.ac.uk/about-gsa/key-information/equality/equal-pay-at-gsa/
Gifts and Hospitality Policy	http://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/
Legacies and bequests	http://www.gsa.ac.uk/support-gsa/how-to-support/legacies-and-bequests/
List of Investments	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/
Maternity Leave and Pay Policy	http://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/
Market Pay Policy	http://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/
Scholarships	http://www.gsa.ac.uk/support-gsa/development-projects/scholarships/
Sponsorship	http://www.gsa.ac.uk/support-gsa/sponsorship-at-gsa/
Whistleblowing policy	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/

CLASS 5:**HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES****Class description:**

Information about how we manage the human, physical and information resources of our organisation

The information we publish under this class	How to access it
<i>Information Resources</i>	

Archives and collections	www.gsa.ac.uk/archives
Freedom of information	http://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/
Institutional repository	http://radar.gsa.ac.uk
Library catalogue	http://capitadiscovery.co.uk/gsa/
Library collection development policy	http://lib.gsa.ac.uk/resources/library-policies/
Learning Resources PSI Statement	https://lib.gsa.ac.uk/library-policies/statement-of-public-task/
Human Resources	
Dignity and respect at work and study policy	http://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/
Disabled Students Policy	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/
Disability Policy	<i>under development</i>
Equality at the GSA	http://www.gsa.ac.uk/about-gsa/key-information/equality/
Equal pay at the GSA	http://www.gsa.ac.uk/about-gsa/key-information/equality/equal-pay-at-gsa/
Equality outcomes	http://www.gsa.ac.uk/about-gsa/key-information/equality/equality-outcomes-2013-2017/
Equality monitoring data	http://www.gsa.ac.uk/about-gsa/key-information/equality/equality-monitoring/
Flexible working policy	http://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/
Grievance policy	http://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/
Recruitment policy	http://www.gsa.ac.uk/about-gsa/key-information/institutional-policies/
Vacancies	https://gsa.engageats.co.uk/
Physical Resources	
Campuses and estates	http://www.gsa.ac.uk/about-gsa/our-campuses/
Campus redevelopment	http://www.gsa.ac.uk/about-gsa/history-and-future/our-future/campus-redevelopment/
Estates strategy	http://www.gsa.ac.uk/about-gsa/key-information/estate-strategy/
Listed buildings (external resource)	http://www.historic-scotland.gov.uk/historicandlistedbuildings
Sustainability strategy and policies	http://www.gsasustainability.org.uk/resources/environmental-policies

CLASS 6:**HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS****Class description:**

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Advanced Procurement for Universities and Colleges (external resource)	http://www.apuc-scot.ac.uk
Invitations to tender (external resource)	www.publiccontractsscotland.gov.uk/
Procurement at the GSA	http://www.gsa.ac.uk/about-gsa/key-information/procurement/

CLASS 7:**HOW WE ARE PERFORMING****Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services

The information we publish under this class	How to access it
Academic appeals procedure: University of Glasgow calendar (external resource)	http://www.gla.ac.uk/services/senateoffice/calendar/
Complaints	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/complaints/
Enhancement-Led Institutional Reviews (external resource)	http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10002681#.VbEMN6RVhBc
Equality statistics	http://www.gsa.ac.uk/about-gsa/publications/equality-statistics/
Higher Education Statistics Agency headline statistics (external resource)	http://www.hesa.ac.uk/
Key Information Sets (external resource) <ul style="list-style-type: none"> National Student Survey Destination of Leavers from Higher Education 	http://unistats.direct.gov.uk/Institutions/Details/10002681

Postgraduate Taught Experience Survey aggregated results (external resource)	http://www.heacademy.ac.uk/ptes
Programme Monitoring and Annual Reporting Policy	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/academic-policies/
Quality assurance	http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/quality-assurance/
Research Excellence Framework 2014 (external resource)	http://results.ref.ac.uk/Results/ByHei/95
Scottish Funding Council outcome agreement (external resource)	http://www.sfc.ac.uk/funding/OutcomeAgreements/OutcomeAgreementsOverview.aspx

CLASS 8:

OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sometime sale on a commercial basis and sold at market value through retail outlets.

The information we publish under this class	How to access it
GSA Enterprises Ltd	http://www.gsa.ac.uk/about-gsa/our-structure-(1)/gsa-enterprises-ltd/
GSA Shop	http://www.gsashop.co.uk/
Research outputs	http://radar.gsa.ac.uk