

**THE GLASGOW  
SCHOOL OF ART**

**NEW STUDENT GUIDE TO  
ENROLMENT**

**2017/2018**

<b>Contents</b>	<b>Page</b>
1. Registry Contact Details	1
2. Enrolment	1
3. Student Matriculation Cards	1
4. Accommodation	1
5. Tuition Fees for Session 2017/18	2
6. Funding for Session 2017/18	2
7. Withdrawing from your studies	3
8. Student Loans/Discretionary Funds	3
9. Postgraduate Support	3
10. Postgraduate Cross-School Electives	3
11. English Language Support Requirements	4
12. Learning Support	4
13. Health Information	4
14. Relationship with the University of Glasgow	4
15. General Information about Registry	5
16. Student Regulations	6

## 1. Registry Contact Details

Telephone: +44 (0)141 353 4512  
Email: [registry@gsa.ac.uk](mailto:registry@gsa.ac.uk)

Registry  
The Glasgow School of Art  
Second Floor, Room RS212  
6 Rose Street  
Glasgow  
G3 6RB

The Registry office is located on the second floor of 6 Rose Street, next door to the GFT. Students will require their student card for access to this building.

## 2. Enrolment

All students are required to enrol at the start of each academic year for the duration of their studies.

Enrolment is the administrative process of registering to become a student of Glasgow School of Art. By enrolling you are agreeing to abide by the GSA Enrolment Terms and Conditions which you should read in full before completing online registration. Full details can be found online [here](#)

You will be invited to complete Online Registration before the start of the Academic Session. You will also be asked to attend an enrolment session for your programme. This takes place in the Bourdon Building from **Wednesday 13 September – Friday 15 September 2017**.

You can view a copy of the timetable and obtain further information regarding enrolment by visiting our website at <http://www.gsa.ac.uk/life/registry/enrolment/>

## 3. Student Matriculation Cards

You are issued with a student matriculation card when you first enrol at GSA and this card will remain valid for the full duration of your studies at GSA. There is a standard charge of £5.00 for replacement cards. Please refer to our website for further details - <http://www.gsa.ac.uk/life/registry/enrolment/new-students/>

## 4. Accommodation

The closing date for applications for GSA residential accommodation was 31 May 2017. Any application received after the deadline will be considered, subject to accommodation availability. For further information and to apply online please visit our website at [www.gsa.ac.uk/accommodation](http://www.gsa.ac.uk/accommodation)

For further information on Private Sector Accommodation please visit our website at <http://www.gsa.ac.uk/life/student-life/accommodation/private-rented-accommodation/>

## 5. Tuition Fees for Session 2017/18

Our tuition fees for session 2017/18 can be found online at <http://www.gsa.ac.uk/life/fees,-funding-finance/programme-fees/>

**Please note that student fees are subject to annual increases, in line with current inflation.**

## 6. Funding for Session 2017/18

Information on funding and finance are on the GSA website at <http://www.gsa.ac.uk/life/fees,-funding-finance/>

You are responsible for applying to the appropriate awarding body for any tuition fee support that you may be eligible for. You can apply for this support upon receipt of a **conditional or unconditional offer**. If you have any questions about your eligibility or how to apply you should contact the relevant organisation as listed below:

### Students funded by the Student Awards Agency for Scotland (SAAS)

All Scottish and EU students (except England, Wales and Northern Ireland) studying in Scotland can apply to have their tuition fees paid by the Student Awards Agency for Scotland. A booklet containing information for SAAS-funded students is available from their website.

Student Awards Agency Scotland  
Tel: 0300 555 0505  
[www.saas.gov.uk](http://www.saas.gov.uk)

### Students funded by Student Finance England, NI & Wales/ Student Loans Company

All English, Welsh and Northern Irish students studying in Scotland can apply for support from Student Finance/Student Loans Company. Information about their individual application processes are available on the following websites:-

[www.direct.gov.uk/en](http://www.direct.gov.uk/en) for students normally resident in England  
[www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk) for students normally resident in Northern Ireland  
[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) for students normally resident in Wales

If you would like help completing your funding application, please email Student Welfare – [welfare@gsa.ac.uk](mailto:welfare@gsa.ac.uk)

**If you have not yet made an application for funding, and are eligible to do so, please submit your application as soon as possible to ensure that your funding is in place when you enrol in September. Failure to do this will mean you are not fully enrolled as a student at GSA for session 2017/18. We cannot issue you with a matriculation card and will only have limited access to facilities until confirmation of your funding has been received by our Finance Office.**

## Self-funded Students

For details on how to pay your fees please visit our website at <http://www.gsa.ac.uk/life/fees.-funding-finance/programme-fees/payment-of-fees/> . You are required to pay at least one third of your tuition fees in order to become fully enrolled.

## **7. Withdrawing from your studies**

Students who are fully enrolled and then decide to withdraw may incur financial penalties depending on how they have been funded.

- Students funded by SAAS

If you withdraw from your programme **before 30 November** then no fees will be due. If you withdraw after this date then your full tuition fees for the academic session will be paid to GSA by SAAS.

- Students funded by Student Finance England, NI & Wales / Student Loans Company

Tuition fee payments are made in three installments: 25% in term one; 25% in term two and the remaining 50% in term three. If a student withdraws from their course part of the way through a term they are still liable for the fee for that term and will still be eligible for a loan. The Tuition Fee Loan is not payable for any term after the student has withdrawn.

- Self-funded Students

If you decide to withdraw from your programme, **tuition fees will be payable in full for any semester started but not completed.** Further details can be obtained from our Finance Office at [f.blair@gsa.ac.uk](mailto:f.blair@gsa.ac.uk)

## **8. Student Loans/Discretionary Funds**

To check if you are eligible for a student loan or a grant from the Discretionary Fund or Childcare Fund, information can be found here:

<http://www.gsa.ac.uk/life/student-support-services/student-welfare/>

## **9. Postgraduate Funding**

For funding information about postgraduate support, information can be found here:

<http://www.gsa.ac.uk/life/fees.-funding-finance/postgraduate-funding/>

## **10. Postgraduate Cross-School Electives**

Cross-School Postgraduate Electives are available to most students on postgraduate programmes across Glasgow School of Art and offer students the opportunity to explore areas of their creative practice through interdisciplinary learning. To find out about the electives on offer for the 2017/18 academic session as well as how to choose your electives you should visit the GSA website: <http://www.gsa.ac.uk/study/graduate-degrees/cross-school-postgraduate-electives/>

Please be advised that in order to choose your preferred electives you will need to have fully completed enrolment by the 18<sup>th</sup> of September 2017. If you complete enrolment after this date we cannot guarantee you access to your preferred elective. If you have any questions regarding the Cross-School Electives you can email us at [electives@gsa.ac.uk](mailto:electives@gsa.ac.uk).

- Dr Maddy Sclater – Postgraduate Electives Coordinator and Course Leader
- Jen Allan – Postgraduate Taught Cross School Electives Administrator

## **11. Support for Students Who Are Studying in a Second Language**

If English is not your first language and you feel that you would benefit from receiving additional support, check our website for information about the support available from our Learning Support and Development team. Support includes ‘Speaking Your Mind’, a weekly English language discussion group, designed to improve your confidence and engagement in English and introduce strategies.

<http://www.gsa.ac.uk/life/student-support-services/learning-support/learning-support-for-international-students/>

## **12. Learning Support/Support for Disabled Students**

The Learning Support Service is available to all GSA students. If you have any concerns or worries about your ability to meet the demands of any element of your programme of study, visit our website for details on our Learning Support Service.

The Learning Support Service also offers specialist services to students who are disabled within the learning environment, including those with dyslexia. If you have a disability that may impact on your studies, please let us know by completing the online form at <http://www.gsa.ac.uk/life/student-support-services/learning-support/> or by emailing [learningsupport@gsa.ac.uk](mailto:learningsupport@gsa.ac.uk)

## **13. Registering with a Doctor/ National Health Service (NHS) Facilities**

Many GSA students register with the general practitioners (GP/doctor) at the nearby Woodside Health Centre which also offers a dental service. Representatives from Woodside Health Centre will be available during enrolment to discuss any questions you may have in relation to registering with them. Alternatively, you may choose to register by completing their online form. Please note when registering, you must provide your full address including flat number (if applicable) and contact telephone number.

For further information - <https://www.drloveandpartners.com/student-registration/>

## **14. Relationship with the University of Glasgow**

The GSA is an accredited institution of the University of Glasgow, which has validated its undergraduate and postgraduate programmes since 1992. GSA students have associate institution status at the University which allows access to some of the facilities at Glasgow. GSA students on joint programmes and research students have full access to facilities at both institutions. GSA staff are formally recognised as teachers of the University.

All GSA students are bound by the regulations outlined in policies published on the GSA and the relevant regulations of the University of Glasgow.

Whilst the Senate of the University of Glasgow has ultimate responsibility for the awards, there is maximum delegation to GSA for its own quality assurance procedures. The strength of these procedures was recognised by the University in 1996/1997 when it conferred Accredited Institution status on GSA. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

In a number of areas (including, assessment, external examiners) the School's regulations, policies and procedures are aligned with University policy and approved by the Senate of the University.

## **15. General Information about Registry**

Registry is responsible for all aspects of student administration from admissions, enrolment through to graduation.

### **How to contact us**

Our office is located in Room RS212 on the Second Floor of 6 Rose Street (next door to the GFT) and is open during term time as follows:

Monday - Friday                      0900 - 1700 hrs\*

*\*Please note that our opening times are subject to change.*

During the summer period, these opening times may vary.

Please note that students will require their student card for access to this building. If a student does not have their card, a code for entry can be supplied at the Reid Reception desk.

### **Student Records**

You will be asked to check your personal details when you enrol, but it is essential that *you keep us informed of any change of home/term time addresses, telephone numbers or email addresses*. Change of address forms can be obtained from Registry.

### **Data Protection Statement**

When you enrol any personal information you submit will be held by GSA who, for the purposes of the Data Protection Act 1998 ("the Act") GSA is the data controller. All personal data collected by GSA will be held and processed in accordance with the Act. On 25<sup>th</sup> May 2018, the Act will be superseded by the General Data Protection Regulation (GDPR). This statement applies under both the Act and GDPR.

The personal information you share with us during enrolment, during your studies, and in certain circumstances, after you leave will be used for the purposes which include but is not limited to:

- Administration of all academic records
- Student and welfare support services (including counselling and mental health support)
- Careers services

- The operation of Codes of Practice, Regulations and Procedures
- Research
- The compilation of statistics
- Alumni administration
- Enhancing the student experience
- Supporting students to achieve their learning outcomes.

### **Mackintosh School of Architecture**

The Mackintosh School of Architecture support staff provide some of Registry services for their own students. The MSA General Office is located on the first floor of the Bourdon Building. However, if you are in any doubt about who to contact, please contact Registry in the first instance.

### **16. Student Regulations**

All students are required to abide by the School's rules and regulations and to observe the regulations and requirements of the University of Glasgow. Please visit our website for further details - <http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/student-policies/>