

**PORTFOLIO PREPARATION - FINE ART &  
DESIGN CREATIVE PRACTICES APPLICATION**

*Please read the attached 'Notes for applicants' before completing this form.  
Please complete form in BLOCK CAPITALS and in black text.*

**PLEASE TICK YOUR PREFERRED OPTION:**

*We will endeavour to offer your preferred option, but may not always be able to do so.*

Option 1: Monday & Tuesday (9.30am - 4.30pm), Wednesday (9.30am - 12.30pm)

Option 2: Wednesday (1.30pm - 4.30pm), Thursday & Friday (9.30am - 4.30pm)

**PERSONAL DETAILS**

Title (Dr/Mr/Mrs/Miss/Ms)  Date of Birth  Day  Month  Year

Surname  First Names

Home address   
  
  
 Code

Address for correspondence (if different)   
  
  
 Code

Telephone no.

Email

Do you have a disability that may impact on your requirements as a student? YES  NO

If yes, please enter code (see note 1)

Please specify the code that you feel most closely describes your ethnic origin (see note 2)

Next of Kin  Relationship

Surname  First Name

Telephone no.  Email

Do you have any criminal convictions? (see note 3) YES  NO

**EDUCATION AND QUALIFICATIONS**

State the qualifications you hold or expect to hold on admission. Copies of official transcripts should accompany this application or be forwarded as soon as possible as we are unable to process your application without them.

**SECONDARY & ONWARDS**

Secondary and Further Education (if applicable)	From	Year	To	Year
	Month		Month	



# QUALIFICATIONS

(Examinations or assessments for which results are known including those failed, completed or pending).

Month	Year	Higher, A Level or equivalent, or Subject, Unit, Module, component or Course Title	Level	Result, grade, band or pending

## EMPLOYMENT AND RELEVANT EXPERIENCE

Give details of your present employment (if any) and of any previous employment, including names and addresses of employer(s), positions held, type of work undertaken and dates.

Job Title	Employers Name (Please state country of employment)	Dates	
		From	To

## PREVIOUS APPLICATIONS

Have you previously applied to a Further or Higher Education Course in Art & Design? Please give details (eg dates, courses, results)

## REFERENCE

Please provide the name and contact details of a recent referee for your application (someone that knows you in a creative, professional or Fine Art and Design educational capacity). Please notify this person that they may be contacted for a personal reference in support of your application.

Name
Address
Capacity Known
Institution
Telephone
E-mail



## PERSONAL STATEMENT & ADDITIONAL INFORMATION 3

Please give your reasons for applying to this course and your previous experience of art and design.

### DECLARATION TO BE SIGNED BY THE APPLICANT

By signing/electronically submitting your application you are confirming the information you have provided on this form is complete and correct (see note 4).

<p>Signature <input style="width: 90%;" type="text"/></p>	<p>Date <input style="width: 90%;" type="text"/></p>
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### APPLICANT CHECKLIST

- Completed Application Form
- Personal Statement
- Evidence of Academic Qualifications (Certified photocopies/Transcripts)
- References

Please return your complete application via e-mail to [admissions@gsa.ac.uk](mailto:admissions@gsa.ac.uk) or by post to  
Admissions  
The Glasgow School of Art  
164 Renfrew Street  
Glasgow, G3 6RF      Tel: 0141 353 4512

## PORTFOLIO APPLICATION NOTES FOR APPLICANTS

### 1 DISABILITY

The information you provide will not be used for selection purposes. In order for the School to provide the best available support, we need to know about the nature of your disability and how it might affect your performance at interview or during your studies. This data will allow us to monitor the progress of equal opportunities for disabled students and is also required by the Higher Education Statistics Agency. This information will be treated as strictly confidential.

Please select the code which most closely describes the **nature of your disability**

- 00. No known disability
- 08. Two or more impairments and/or disabling medical conditions
- 51. A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- 53. A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- 54. A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- 55. A mental health condition, such as depression, schizophrenia or anxiety disorder
- 56. A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- 57. Deaf or a serious hearing impairment
- 58. Blind or a serious visual impairment uncorrected by glasses
- 96. A disability, impairment or medical condition that is not listed above

### 2 ETHNIC ORIGIN

The information you provide will not be used for selection purposes. This data will allow us to monitor the School's performance in promoting equal opportunities and is also required by the Higher Education Statistics Agency. This information will be treated as strictly confidential.

Please select the code that most closely describes your **ethnic origin**

- |  |                                       |
|--|---------------------------------------|
| 10. White                                | 34. Chinese                           |
| 11. White Scottish                       | 39. Other Asian background            |
| 14. Irish Traveller                      | 41. Mixed - White and Black Caribbean |
| 15. Gypsy or Traveller                   | 42. Mixed - White and Black African   |
| 19. Other White Background               | 43. Mixed - White and Asian           |
| 21. Black or Black British – Caribbean   | 49. Other Mixed background            |
| 22. Black or Black British - African     | 50. Arab                              |
| 29. Other Black background               | 80. Other Ethnic background           |
| 31. Asian or Asian British – Indian      | 90. Not known                         |
| 32. Asian or Asian British – Pakistani   | 98. Information refused               |
| 33. Asian or Asian British – Bangladeshi |                                       |

### 3 CRIMINAL CONVICTIONS

The Glasgow School of Art has a duty of care to its students, staff and visitors. This includes ensuring that we do not admit students who may pose a significant risk to any of these individuals.

Applicants **must** declare any relevant criminal convictions which include:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

Applicants should **not** declare any "spent" convictions or any offence for which the penalty was a non-custodial sentence carrying a fine less than £1000. Under the Rehabilitation of Offenders Act (ROA) 1974, all convictions, except those which resulted in a prison sentence of more than 30 months, are regarded as "spent" after a certain period of time. This period of time depends on the sentence imposed.

**If you tick the box you will not be automatically excluded from the application process.**

In line with the best admissions practice, we will consider any criminal convictions separately from your academic and achievement merits. During this consideration, we may ask you to provide further information about your convictions. Failure to declare a relevant criminal conviction may result in expulsion from the Glasgow School of Art.

All information concerning criminal convictions is treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.

## **PORTFOLIO APPLICATION NOTES FOR APPLICANTS**

### **4 PORTFOLIO SUBMISSION AND STATEMENT OF INTENT**

For most portfolio programmes, applicants are required to submit a portfolio of work and personal statement as part of their application. Guidelines for portfolio submission are available to view at <http://www.gsa.ac.uk/portfolio>

### **5 DISCLAIMER**

While every endeavour will be made to ensure that the greatest of care is taken of all work submitted, The Glasgow School of Art cannot accept responsibility for any injury or loss thereto arising from defective arrangements, insufficient packing, from fire, from accident of any kind, from negligence or from any other cause whatsoever while under the control of the School or in transit.

The Glasgow School of Art does not insure works submitted for assessment and it is suggested that applicants may care to do so themselves.

### **6 CLOSING DATES**

The deadline for applying to Programme Day Course - Fine Art and Design Creative Practices is 14th May 2018. Submit applications to [admissions@gsa.ac.uk](mailto:admissions@gsa.ac.uk) or by post to: Registry, The Glasgow School of Art, 164 Renfrew Street, Glasgow G3 6RF.

Applicants will receive an email to acknowledge receipt of their application, together with log-in details for the Portfolio website for uploading their images in support of their application. Registry will email applicants to instruct when the website is open. Once the admissions panel have reviewed work in the forthcoming weeks, a member of staff will be in contact with applicants by email or phone. Shortlisted applicants may be required to attend a short informal interview and to bring original sample work with them. Formal results letters will be emailed to applicants after this time.

For further information on application and guidelines, refer to the following <http://www.gsa.ac.uk/portfolio>

### **7 DATA PROTECTION STATEMENT**

For The Glasgow School of Art to undertake its obligations in relation to academic and administrative functions we are obliged to collect and process information, including images, provided by you and other agencies on your behalf (such as UCAS and referees), from application/ admission onwards. It is not possible to remain an enrolled student without your agreement to provide this information. The Glasgow School of Art will process the data according to the Data Protection Act 1998. Information provided may be used for statistical analysis and monitoring by The Glasgow School of Art and, under our obligation to report on and return data to government, funding and other agencies (for example: Scottish Higher Education Funding Council, students' Local Education Authorities or funding bodies, Scottish Office, Student Loans Company, Higher Education Statistics Agency). In addition, in certain circumstances, information may be officially required to be disclosed by The Glasgow School of Art to legal authorities, for example, the police and immigration authorities.

If you require this information in an alternative format, please do not hesitate to contact us.