

# THE GLASGOW SCHOOL OF ART

Enrolment 2012/13

Information for  
new students



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## 1. INTRODUCTION

This booklet has been produced to help all new Undergraduate and Postgraduate students to prepare for studying at The Glasgow School of Art (GSA) starting in September 2012.

We are aware that there are a lot of things that you need to know when you are about to embark on a new programme of study and that at times you may feel you are in 'information overload'! So, we have tried to make this booklet as clear as possible and to direct you to key information sources on our website. We would suggest that you read the booklet now, but also keep it somewhere safe to refer to over the summer as questions occur to you.

We hope you will find it useful. In the meantime, we will be happy to answer any queries you may have. Please do not hesitate to contact us as follows:

Telephone: +44 (0)141 353 4512, 4514, 4515, 4570, 4434

Email: [info@gsa.ac.uk](mailto:info@gsa.ac.uk)

Best wishes for an enjoyable summer and we look forward to meeting you in September.

Student Records  
The Glasgow School of Art  
167 Renfrew Street  
Glasgow, G3 6RQ

## 2. ENROLMENT

All students are required to enrol annually.

Enrolment is the administrative process of becoming a student of the School. By signing your enrolment form you are agreeing to abide by the programme regulations and the general regulations of the School.

Enrolment takes place over the week **Monday 10 September – Friday 14 September 2012**.

Please attend for enrolment at the relevant session as detailed on the Enrolment Timetable. 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/student-life/enrolment-201213/>

### STUDENT MATRICULATION CARDS

You are issued with a student matriculation card when you first enrol at the School and this card will remain valid for the full duration of your studies at GSA. There is a standard charge of £20.00 for replacement cards. Please refer to our website for further details - <http://www.gsa.ac.uk/life/student-life/enrolment-201213/new-students/>

### 3. ACCOMMODATION

The closing date for applications for residential accommodation was 31 May 2012. Any application received after the deadline will be considered, subject to accommodation availability. You will note from the information that demand for accommodation far outstrips the number of places available. For further information and an application form please visit our website at <http://www.gsa.ac.uk/life/student-services/student-welfare/accommodation/gsa-student-accommodation/>

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

### 4. Tuition Fees for Session 2012/13

[www.gsa.ac.uk/life/funding-finance/programme-fees](http://www.gsa.ac.uk/life/funding-finance/programme-fees)

All students should note that most programmes attract Departmental fees - contact your Department for confirmation of the amount (for Departmental details see the website [www.gsa.ac.uk](http://www.gsa.ac.uk)).

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

### 5. Funding for Session 2012/13

[www.gsa.ac.uk/life/funding-finance](http://www.gsa.ac.uk/life/funding-finance)

You are responsible for applying to the appropriate award body for any tuition fee support that might be available. You can apply for such support upon receipt of a **conditional or unconditional offer**. If you have any questions about your eligibility you should contact SAAS / Student Finance Direct on the details outlined below.

Students funded by The Student Awards Agency for Scotland (SAAS)

All Scottish and EU (except England, Wales and Northern Ireland) domiciled students studying in Scotland can apply to have their fees paid by the Student Awards Agency for Scotland. A booklet containing information for SAAS-funded students is available from their website: [www.saas.gov.uk](http://www.saas.gov.uk) Please contact the School if you have problems obtaining a copy. **Overseas students are NOT eligible for this support.**

The Student Awards Agency for Scotland (SAAS)  
3 Redheughs Rigg  
South Gyle  
EDINBURGH  
EH12 9HH  
Tel: 0300 555 0505

[www.saas.gov.uk](http://www.saas.gov.uk)

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

If you receive funding from Student Finance Direct / Student Loans Company, you should also have made your application for funding for Session 2012/13.

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 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 for when you enrol in September. Failure to do this will result in you not being enrolled as a student at The Glasgow School of Art for Session 2012/13 and therefore unable to commence your studies.**

#### Self-funded Students – Home/EU/RUK

For details on how to pay your fees please visit our website at <http://www.gsa.ac.uk/life/funding-finance/programme-fees/payment-of-fees/>

#### Overseas Students

You will be required to pay **at least half** of the tuition fees at enrolment and the balance by January 2012. Details of estimated living expenses will be forwarded to you. You should be aware that you will have to budget for the full duration of your programme. For details on how to pay your fees please visit our website at <http://www.gsa.ac.uk/life/funding-finance/programme-fees/payment-of-fees/>

#### **Refunds**

##### Students funded by SAAS / SLC

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 the relevant funding body.

##### Self-funded Students

If you decide to withdraw from your programme, **tuition fees will be payable in full for any term started but not completed.**

## 6. Student Loans/Discretionary Funds

<http://www.gsa.ac.uk/life/funding-finance/discretionary-funds/>

## 7. Postgraduate Support

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

## 8. English Language Support Requirements

Details regarding the Forum for Critical Inquiry (FoCI) element of the BDes/BA (Hons) programmes are outlined in Section 9. The FoCI element will be a mandatory component of your studies at the School. It is our experience that student's skills in this aspect of the programme vary considerably. For some students, including those whose first language is not English, this component can be very demanding, therefore additional classes and a range of Learning Support provision is available to ALL students in order to ensure that they are appropriately supported.

If your first language is not English and you consider that you may require additional language support from our ESAP (English for Specific Academic Purposes) team, please refer to our website for further information - <http://www.gsa.ac.uk/life/student-services/learning-support/>

## 9. Forum for Critical Inquiry Submission Requirements

***The following information has still to be confirmed and is subject to change.***

Year 1 Term 1 - Cross School Course assessment.

1 potential additional assessment (for SoFA students only) (to be confirmed).

Term 2 - 1 x 1000 word essay or equivalent project.

Year 2 Term 1 – 1 x 1600 word essay.

Term 2 – 1 x 1600 word essay (or equivalent assessment outcome depending on course choice).

Year 3 Term 1 - 1 x 2000 word essay.

Term 2 – 1 x 2000 word essay (or equivalent assessment outcome depending on course choice).

1 x 5000 word draft essay

Year 4 Only one of the following assessments:

5000 – 7000 word Extended Essay

6000 – 8000 word BDes Dissertation (Product Design students only)

5000 – 7000 word Curatorial Rationale

5000 – 7000 word Critical Journal

9000 – 11000 word Dissertation

All submissions should be made in English, be your own work and be properly referenced. Detailed assessment requirements are available at beginning of course.

## 10. Learning Support / Students with Disabilities

It is usual to be excited and also nervous about starting a new programme. You will have many questions and most of these will be answered during your first few weeks in the School. If, however, you have any concerns or worries about your ability to meet the demands of any elements of your programme please visit our website for details on our Learning Support Service - <http://www.gsa.ac.uk/life/student-services/learning-support/>

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-services/learning-support/> or by emailing [learningsupport@gsa.ac.uk](mailto:learningsupport@gsa.ac.uk)

## 11. Relationship with the University of Glasgow

The School's degrees are validated by the University of Glasgow. This means that whilst you will be taught wholly by GSA staff you will be awarded a degree of the University of Glasgow. The Glasgow School of Art remains an independent and distinctive institution. You will be enrolled as a full-time student of GSA, however, you will have the right to vote in the election of the Rector of the University and details of this are issued by the GSA Student Representative Council (SRC).

Only certain categories of students (BEng/MEng Product Design Engineering, and Postgraduate Research students who are fully enrolled at both the GSA and GU) are entitled to borrowing rights in the University of Glasgow's Library. This facility can be extended to other **postgraduate** students on request and students should contact The Glasgow School of Art's Library for further information. The remainder of the School's students are entitled to use the University of Glasgow Library and other University Libraries for reference purposes.

## 12. Sports Facilities

For a minimum charge, currently £40.00 per annum, GSA students have access to the full range of sports and recreation facilities at the University of Glasgow. Please visit the University of Glasgow website for further details - [www.gla.ac.uk/services/sport](http://www.gla.ac.uk/services/sport)

## 13. Health Facilities

The School's doctor is based at the Woodside Health Centre. Representatives from Woodside Health Centre will be available during enrolment to discuss any questions you may have in relation to registering with a General Medical Practitioner. The Centre also offers a dental service. Please visit their website for further information - <http://www.drwebsterandpartners.com/>

## 14. General Information about Student Records

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

## Aims & Objectives

We aim to carry out all functions as effectively and efficiently as possible, providing a high quality service incorporating the following objectives:

- to deal with all internal and external enquiries promptly and courteously and to provide any information that has been requested as quickly as possible, normally within 7 working days
- to acknowledge all correspondence and enquiries relating to applications and student records as promptly as possible, normally within 7 working days
- to provide clear, concise information to applicants and students and to be responsive to those with special needs
- to investigate any formal complaints thoroughly and without undue delay
- to monitor and review our performance in relation to the above and to be responsive to comments from students and other client survey questionnaires

### **How to contact us**

Our office is located in the Mackintosh Building and is open during term time as follows:

Monday - Friday                      1030-1700 hrs\*

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

During the summer period, these opening times may vary.

At peak times you may require an appointment to speak to the Head of Student Records, but the office, like most areas of the School, generally operates an "open door" policy.

Staff are available to deal with enquiries all year round. During certain times of the year when all Student Records staff are involved in enrolment, assessment and graduation, the office may, however, be closed for short periods. At these times, we would attempt to open first thing in the morning and at the end of the day to deal with any emergencies. During peak times it may be difficult to reach us and we would ask you to be patient. A telephone voicemail system is in operation and we will get back to you as quickly as possible.

### **Records**

We keep computerised and paper records for all registered students. 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 or telephone numbers*. Change of address forms can be obtained from the office.

### **Confidentiality**

Given the nature and volume of records retained by us, and legislation such as the Data Protection Act (1998), confidentiality is an important issue. We operate a very strict code of conduct regarding confidentiality, using the following guidelines:

- We will refuse to confirm or deny to a third party enquirer (other than a member of staff) whether someone is/was an enrolled student of the School. There are very few exceptions to this rule and even in these cases (Police, Department of Social Services or Council Tax) we will request a telephone number and phone back with this information.

- Enquiries from friends or family are dealt with similarly. We will normally offer to contact the student to pass on a message but we will not transfer calls directly to students or disclose any information on them. This can obviously be a sensitive issue but when handled carefully, most callers appreciate the need for these procedures.

No written information on students will be divulged to a 3rd party (other than those noted above) without the written consent of the student.

Certain items of information (such as medical certificates, notes of appeal, disciplinary case notes) will be treated as confidential and will only be released by the Student Records on a "need to know basis".

Graduation lists are published in the press. You will be asked to indicate your consent to your name appearing on this list at the relevant time.

### **Mackintosh School of Architecture**

Some of the services which Student Records staff provide for Art and Design students are also provided for Architecture students by the Mackintosh School of Architecture's own support staff. The MSA General Office is located on the first floor of the Bourdon Building. If you, however, are in any doubt about who to contact please contact Student Records in the first instance.

## **15. 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/key-information/student-regulations/>