

# **THE GLASGOW SCHOOL OF ART**

## **Freedom of Information at the Glasgow School of Art**

Guide to Information available through the  
Model Publication Scheme  
July 2021

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## 1. Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) requires the Glasgow School of Art (GSA), as a Scottish public authority, to adopt and maintain a publication scheme. GSA is under a legal obligation to:

- publish the classes of information that we routinely make available; and
  - tell the public how to access the information we publish and whether information is available free of charge or for payment.
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## 2. Definition of Published Information

For the purposes of this Model Publication Scheme (MPS), information defined as published information must be:

- already produced and prepared; and
- available to anyone to access easily without having to make a request for it.

Research and information services which involve the commissioning of new information are not considered as publications.

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## 3. Adopting the MPS

In 2013, GSA made a corporate decision to adopt the MPS and notified the Scottish Information Commissioner of our intention to do so.

The Glasgow School of Art's Model Publication Scheme sets out:

- the information we publish through the MPS;
- how to access it;
- whether there is a charge for it; and
- how to get help to access information.

The Scottish Information Commissioner's Model Publication Scheme was updated in March 2021. In July 2021 GSA updated its MPS to reflect any changes and to ensure that we continue to meet our legal obligations under FOISA.

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## 4. MPS Principles

The following principles apply to all information published through the MPS.

### 4.1. Principle One: Availability and Formats

All information classed as published will be published on the GSA website.

GSA will provide alternative arrangements for people who cannot reasonably access information either online or by inspection on our premises. We can arrange to provide information in paper copy (for which there may be a charge) or in alternative electronic formats on request.

Information held by GSA but not published on the website can be provided on request. For more information on making Freedom of Information requests, please see our website: <https://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/>.

## **4.2. Principle Two: Exempt information**

Where information cannot be published and/or is exempt from disclosure under FOISA, GSA may withhold the information or provide a redacted version for publication. In accordance with best practice we will explain where and why we have done this.

## **4.3. Principle Three: Copyright and Re-use**

Published information in which the copyright is held by GSA 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; and
- the material is credited to the Glasgow School of Art.

## **4.4. Principle Four: Charges**

### *Published Information*

The information we publish through the MPS is available free on the GSA website.

### *Other Information*

Information not routinely published through the MPS can be requested via a Freedom of Information request. FOISA 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 FOISA, although we would normally seek to discuss with you the ways in which this cost could be reduced. If we intend to charge you a fee for our information, we will send you a Fees Notice. Requesters have three months to respond to these.

We may charge direct outlays for providing information not published through the MPS – such as postage, paper, CDs or other media on which information is provided (but not more than cost price). We will always tell you what the cost is before providing information to you. If you have a disability that prevents you accessing our published information online, we will not charge for copying or postage.

For more information on making Freedom of Information requests, please see our website:

<https://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/>.

## 4.5. Principle Five: Contact Details

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

Academic Quality Office  
Glasgow School of Art | 167 Renfrew Street | Glasgow G3 6RQ  
T: +44 (0)141 353 4429  
E: [Foicoor@gsa.ac.uk](mailto:Foicoor@gsa.ac.uk)

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

Janet Allison | Academic Registrar  
Glasgow School of Art, 167 Renfrew St, Glasgow, G3 6RQ  
T: +44 (0) 141 353 4462  
E: [j.allison@gsa.ac.uk](mailto:j.allison@gsa.ac.uk)

## 4.6. Principle Six: Duration

Information will be available for the current and previous two financial years. Where information has been updated or superseded, only the current version will be available through the MPS.

Previous versions may be requested from GSA under Section 1(1) of FOISA.

This Model Publication Scheme was reviewed in July 2021.

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## 5. Classes of Information

### 5.1. Class 1: About the Glasgow School of Art

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

#### General Information

##### Contact

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

T: +44 (0)141 353 4500

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

Further contact details can be accessed here: <http://www.gsa.ac.uk/about-gsa/contact-us/>.

##### About GSA

General information about GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/>.

##### Business Hours

Our core business hours are Monday-Friday, 0800-1800, excluding public and local holidays. For access outside these hours, please contact the reception on the number above. Information on our business hours can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/opening-hours/>.

#### How GSA Is Run

##### Structure

Information about the structure of GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/>.

##### Board of Governors

Information on the GSA Board of Governors (including membership) can be accessed here: <https://www.gsa.ac.uk/about-gsa/our-people/governors/>. Biographies of Governors and our Statement of Corporate Governance (which outlines our governance structure and the role of the Board of Governors) can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/governance/>.

##### Senior Leadership Group

The Senior Leadership Group is responsible to the Director and ensures the effective leadership, direction and management of the activities at GSA. Information on the Senior Leadership Group (including membership) can be accessed here: <https://www.gsa.ac.uk/about-gsa/our-people/senior-leadership-group/>.

##### Academic Committees

Information relating to GSA's decision-making committees (including details on the remit and membership of each) can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/committee-structures/>.

##### Academic Schools

GSA is organised into five academic schools:

- The Innovation School. Information about the school can be accessed here: <https://www.gsainnovationschool.co.uk/>.
- The Mackintosh School of Architecture. Information about the school can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/mackintosh-school-of-architecture/>.
- The School of Design. Information about the school can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/school-of-design/>.
- The School of Fine Art. Information about the school can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/school-of-fine-art/>.
- The School of Simulation & Visualisation. Information about the school can be accessed here: <https://www.gsa.ac.uk/research/research-centres/school-of-simulation-and-visualisation/>.

## Strategic Planning

Information relating to the current strategic plan can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/strategic-plan/>.

## External Relations

GSA has external relations and interests with several bodies, including:

- The Glasgow School of Art Students' Association (GSASA). Information on GSASA can be accessed here (via an external website): <https://www.instagram.com/thegsasa/>.
- Glasgow School of Art undergraduate and postgraduate programmes are validated by the University of Glasgow. Information about GSA's relationship with the University of Glasgow can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/relationship-with-the-university-of-glasgow/>. Information about the University of Glasgow can be accessed here (via an external website): <https://www.gla.ac.uk/>.
- Information about the Scottish Funding Council can be accessed here (via an external website): <http://www.sfc.ac.uk/>.
- Information about the Quality Assurance Agency Scotland can be accessed here (via an external website): <https://www.qaa.ac.uk/scotland>.

## 5.2 Class 2: How we deliver our functions and services

Information about GSA's work – our strategies and policies for delivering our functions and services and information for our service users.

## Functions

Information about key functions and services at GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/>.

### Institutional Policies

GSA institutional policies and procedures can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/policies/institutional-policies/>.

### Academic Registry

Information about the Academic Registry at GSA can be accessed here: <https://www.gsa.ac.uk/life/student-life/registry/>.

### Archives and Collections

Information about GSA's Archives & Collections service can be accessed at [www.gsa.ac.uk/archives](http://www.gsa.ac.uk/archives). The service is subject to internal regulatory processes and to applicable external legislation, including the Re-use of Public Sector Information Regulations (2015). The Archives and Collections Statement of Public Task can be accessed here: [https://www.gsaarchives.net/wp-content/uploads/2021/06/AC\\_statement\\_of\\_public\\_task\\_2021.pdf](https://www.gsaarchives.net/wp-content/uploads/2021/06/AC_statement_of_public_task_2021.pdf).

### Information Technology

GSA Information Technology (IT) policies can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/policies/it-policies/>.

### Library Services

Information about GSA's Library Services can be accessed here: <https://www.gsa.ac.uk/life/gsa-library/>. The Library is subject to internal regulatory processes and to applicable external legislation, including the Re-use of Public Sector Information Regulations (2015). The Library's Statement of Public Task can be accessed here: <https://lib.gsa.ac.uk/library-policies/statement-of-public-task/>.

### Technical Services

Information about Technical Services at GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/technical-services>.

### Support Departments

Information about other support departments at GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/support-departments/>.

## Services

### Programmes

Information about Undergraduate and Postgraduate programmes of study can be accessed here: <https://www.gsa.ac.uk/study/>.

### Research

Information about research at GSA can be accessed here: <https://www.gsa.ac.uk/research/>.

### Open Studio

Open Studio is GSA's continuing education programme. Information about Open Studio can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/open-studio/>.



## 5.3. Class 3: How we take decisions and what we have decided

Information about the decisions GSA takes - how we make decisions and how we involve others.

Board of Governors agendas, papers and minutes can be accessed here:

<https://www.gsa.ac.uk/about-gsa/key-information/governance/board-agendas.-papers-and-minutes/>.

Information about our committees can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/committee-structures/>.

Information about assessment – including our Examination Board Policy, External Examiners Policy, Code of Assessment and Undergraduate Marking Scheme can be accessed here:

<https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/academic-policies/>.

## 5.4. Class 4: What we spend and how we spend it

Information about GSA's strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

### Annual Accounts

GSA's Annual Report and Accounts, which include information about remuneration and expenses, can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/annual-accounts/>.

### Pay

The GSA Grade Structure for staff remuneration can be accessed here:

<https://www.gsa.ac.uk/about-gsa/key-information/equality/equal-pay-at-gsa/>.

### Gifts

The GSA Gift Acceptance & Donor Relation Policy can be accessed here:

<https://www.gsa.ac.uk/media/1347999/Gift-Acceptance-and-donor-relation-policy.pdf>.

### Scholarships

Information about donations and scholarships can be accessed here:

<https://www.gsa.ac.uk/support-gsa/supporting-gsa/>.

### Development

Information about the GSA Development Board of Trustees can be accessed here:

<https://www.gsa.ac.uk/support-gsa/gsa-development-board-of-trustees/>.

### Scottish Funding Council

GSA's Outcome Agreements with the Scottish Funding Council can be accessed here (via an external website): <http://www.sfc.ac.uk/funding/outcome-agreements/outcome-agreements.aspx>.

## 5.5. Class 5: How we manage our human, physical and information resources

Information about how we manage our human, physical and information resources.

### Student Resources

#### Student Policies

GSA's student policies, including the GSA Code of Procedure for Appeals, can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/student-policies/>. Further GSA academic policies can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/academic-policies/>.

#### Admissions Policies

GSA admissions policies can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/admissions-policies/>.

#### Fees, Funding & Finance

Information about fees can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/student-policies/>. Information about funding and finance can be accessed here: <https://www.gsa.ac.uk/life/fees.-funding-finance/>.

#### International Students

Information for International Students can be accessed here: <https://www.gsa.ac.uk/life/international-students/>.

#### Student Support

Information about Student Support Services at GSA can be accessed here: <https://www.gsa.ac.uk/life/student-support-services/>.

#### Complaints

GSA's Complaints Handling Procedure and guides can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/complaints/>.

#### Student Conduct

GSA's Student Conduct Policy and Misconduct Procedure can be accessed here: <https://www.gsa.ac.uk/media/1716027/student-conduct-policy-and-misconduct-procedure-v1.pdf>.

### Human Resources

#### HR Policies

GSA Human Resources policies can be accessed here: <https://www.gsa.ac.uk/about-gsa/working-at-the-gsa/hr-policies/>.

#### Equality

Information about equality at GSA, including our Equal Opportunities Statement, can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/equality/>.

#### Prevent Duty

Information on GSA's Prevent Duty, including the Protocol for Managing Speakers & Events, can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/prevent-duty/>.

#### Trade Unions

A Recognition Agreement between GSA and four Trade Unions can be accessed here: <https://www.gsa.ac.uk/media/1438463/20141209-GSA-Signed-Agreement.pdf>.

## Reporting Concerns

Our Public Interest (Whistleblowing) Policy can be accessed here:

<https://www.gsa.ac.uk/media/1800823/public-interest-disclosure-whistleblowing-policy-april-2020-final120620pdf.pdf>.

## Physical Resources

### Accommodation

Information about GSA Student Residences can be accessed here:

<https://www.gsa.ac.uk/life/accommodation/> and <https://www.gsa.ac.uk/visit-gsa/summer-accommodation/>.

### Occupational Health & Safety

Information about occupational health and safety can be accessed here:

<https://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>.

### Sustainability

Information about sustainability at GSA can be accessed here:

<http://www.gsasustainability.org.uk/resources>.

## Information Resources

### Data Protection

Information about Data Protection, including GSA's Data Protection Policy and Privacy Notices, can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/data-protection-legislation/>.

### Freedom of Information

Information about Freedom of Information (FOI), including how to make FOI requests, can be accessed here: <https://www.gsa.ac.uk/about-gsa/contact-us/foi-requests/>.

### Records Management

Information about Records Management at GSA can be accessed here:

<https://www.gsa.ac.uk/about-gsa/key-information/records-management/>.

## 5.6. Class 6: How we procure goods and services from external providers

Information about how GSA procures goods and services and our contracts with external providers

### Procurement

Information about procurement at GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/procurement/>.

### Invitations to Tender

Invitations to tender are made in accordance with the Procurement Reform (Scotland) Act 2014; the Procurement (Scotland) Regulations 2016; and the Public Contracts (Scotland) Regulations 2015. Information about Advanced Procurement for Universities and Colleges Limited (APUC) can be accessed here (via an external website): <https://www.apuc-scot.ac.uk>.

### Register of Contracts

A register of contracts award by GSA through formal tendering can be accessed here (via an external website): <https://www.publiccontractsscotland.gov.uk/>.

## Class 7: How we are performing

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

### Academic Quality

Information about Quality Assurance at GSA can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/quality-assurance/>. The Quality Assurance Agency Scotland's Enhancement-Led Institutional Reviews for GSA can be accessed here (via an external website): <https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/provider?UKPRN=10002681&VbEMN6RVhBc>.

### Complaints

Complaints Performance Reports can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/our-structure/academic-services/complaints/complaint-performance/>.

### Equality

Student, Staff and Board of Governors equality monitoring reports can be accessed here: <https://www.gsa.ac.uk/about-gsa/key-information/equality/equality-monitoring/>.

### Graduate Outcomes

The Higher Education Statistics Agency's (HESA) Graduate Outcomes for GSA can be accessed here (via an external website): <https://www.hesa.ac.uk/data-and-analysis/graduates>

### National Student Survey

Full National Student Survey data for GSA can be accessed here (via an external website): <https://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/get-the-nss-data/>.

### Programme Monitoring

GSA's Programme Monitoring and Annual Reporting Policy can be accessed here: <https://www.gsa.ac.uk/media/1606475/programme-monitoring-and-annual-reporting-policy.pdf>.

### Research Excellence

The Research Excellence Framework 2014 results for GSA can be accessed here (via an external website): [https://results.ref.ac.uk/\(S\(4hobhjmzouqi4wcpu3kxkm3t\)\)/Results/ByHei/95](https://results.ref.ac.uk/(S(4hobhjmzouqi4wcpu3kxkm3t))/Results/ByHei/95).

## 5.8. Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum or research journal.

Not Applicable.

## 5.9. Class 9: Our open data

The open data GSA make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

### Open Access

GSA's Open Access Policy can be accessed here: [https://www.gsa.ac.uk/media/1330793/gsa-open-access-policy-2016\\_10\\_25.pdf](https://www.gsa.ac.uk/media/1330793/gsa-open-access-policy-2016_10_25.pdf).

### Research

GSA's research repository, including some materials which are available free under Creative Commons licenses, can be accessed here: <http://radar.gsa.ac.uk>.

### Reprographics

GSA's copyright guidelines can be accessed here: <https://lib.gsa.ac.uk/printing-photocopying/copyright-guidelines/A&C>. The Archives and Collections Guide to Reprographic Services can be accessed here: <https://www.gsaarchives.net/wp-content/uploads/2020/10/Reprographic-Service-Guide-October-2020.pdf>