

## **ADMISSIONS POLICY**

The Glasgow School of Art Admissions Policy can be found on the School's website at <http://www.gsa.ac.uk>

## **EQUAL OPPORTUNITIES POLICY**

### **Aim**

The Glasgow School of Art aims to ensure that students, members of staff and potential students, potential members of staff are selected and treated on the basis of merit, ability and potential regardless of their sex or gender, sexual orientation, marital or parental status or other family circumstance, race, ethnic or national origin, colour, creed, disability, political belief, membership of or activities as part of a trade union, social or economic class, or any other grounds not relevant to good employment and admissions practice. The School aims to eradicate unfair and discriminatory practices, direct or indirect, however and whenever they occur.

### **Objectives**

In order to further its policy on equal opportunities, the School accepts the following principles and commitments:

- Fair and open procedures will be operated in respect of recruitment and selection of staff and students as well as deployment, training and promotion of all grades of staff.
- Monitoring of these procedures will be carried out regularly along with monitoring of the School's student body and workforce.
- Equal opportunities training and guidance will be provided, particularly for staff involved in the recruitment and selection of students and staff as well as deployment and training of other staff.
- Recruitment, selection and promotion procedures will be periodically reviewed and examined to ensure that they are not discriminatory in their intention or operation.
- Effective complaints procedures will be used to resolve complaints of discrimination.
- Breaches of this policy will be dealt with through existing and agreed procedures.
- Victimisation of anyone who has complained of being discriminated against will be regarded as misconduct.
- Positive action initiatives will be introduced where appropriate.
- Language used in School correspondence and literature will reflect the letter and spirit of this policy.

### **Responsibility**

The Human Resources Development Manager is responsible for devising and implementing appropriate procedures in the case of staff. With regard to students, the Head of Academic and Student Services has this responsibility. Whenever necessary, the School will seek the specialist help and advice of appropriate advisory bodies, e.g. Equal Opportunities Commission, Commission for Racial Equality and the Disablement Advisory Services, in resolving any problem that might arise in the implementation and development of this and related policies. However, personal responsibility for the successful operation of this policy lies with every member of staff of the School, particularly those responsible for the recruitment, selection and supervision of students and staff.

### **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.

## **ADMISSIONS COMPLAINTS PROCEDURE**

The Glasgow School of Art aims to ensure that all processes and procedures used for the recruitment and admission of students across the School are fair, clear and explicit and are implemented consistently, and that all applicants are treated in a friendly, courteous and professional manner. A copy of our Admissions Policy can be found on our web site ([www.gsa.ac.uk](http://www.gsa.ac.uk)) or obtained by contacting:

Registry (For the Attention of the Registrar)  
The Glasgow School of Art  
167 Renfrew Street  
GLASGOW G3 6RQ  
Tel: 0141 353 4512/4515/4570  
Email: [info@gsa.ac.uk](mailto:info@gsa.ac.uk)

However, we recognise that occasionally applicants may feel that they wish to complain about some aspect of the admissions process. In the event that you feel aggrieved about the way your application has been handled, the Glasgow School of Art has established a procedure to enable us to address your concerns and take any appropriate action.

This procedure deals specifically with complaints relating to applications.

The steps you should follow are outlined below:-

1. Please submit your complaint in writing, (not e-mail please), as soon as possible after the incident concerned, to the Registrar at the above address, outlining the circumstances of which you are dissatisfied.
2. You should state clearly in your letter the remedy you are seeking should your complaint be upheld.
3. The Registrar will investigate your complaint fully and respond to you in writing normally within 10 working days.
4. If you are not satisfied with the response at this stage, you have the right to take your complaint to the further, and final, stage of the School's internal complaints process by writing to the Head of Academic and Student Services (address as above)

5. If you are still not satisfied with the School's response you have the right to take your complaint to an external body, namely the Scottish Public Services Ombudsman.

Contact details for the Scottish Public Services Ombudsman are outlined below:

Scottish Public Services Ombudsman  
4 Melville Street, Edinburgh, EH3 7NS

Freepost address  
Scottish Public Services Ombudsman  
Freepost EH641, Edinburgh, EH3 0BR

Phone: 0870 011 5378  
Fax: 0870 011 5379

Website: [www.scottishpublicservicesombudsman.org.uk](http://www.scottishpublicservicesombudsman.org.uk)  
E-mail: [info@scottishombudsman.org.uk](mailto:info@scottishombudsman.org.uk)

**PLEASE NOTE:**

- Complaints will only be investigated if they are received within 21 working days of the date of the incident concerned.
- The School will NOT consider appeals against the academic judgement of the admissions staff. An admissions decision will only be reconsidered where it can be demonstrated that an application was not handled in accordance with published procedures.
- Due to the constraints of Data Protection legislation, the School is unable to consider third party complaints relating to a named individual without the written consent of that individual. This means, for example, that before we can formally respond to complaints submitted by school teachers or parents in respect of individual applicants, we will require the applicant's written consent. We are however, happy to consider third party complaints if they relate to procedural matters and not to individual applicants.

This information is available in other formats, on request.