

THE GLASGOW SCHOOL OF ART

Freedom of Information at the Glasgow School of Art

Guide to Information available through the
Model Publication Scheme
September 2023

Date of next review: September 2025

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1. Introduction: Guide to information available through the Model Publication Scheme

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.

The guide also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (the EI(S)Rs).

This Guide to Information is based on work by the Scottish Higher Education Information Practitioners Group (SHEIP), under the auspices of Universities Scotland's Secretaries' Group.

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.

3. Adopting the MPS

In 2013, GSA made a corporate decision to adopt the MPS and notified the Scottish Information Commissioner (SIC) of the intention to do so. The SIC is responsible for enforcing FOISA and updated their MPS in March 2021.

GSA's MPS 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 GSA is committed to meeting its legal obligations under FOISA and publishing the information we hold which falls within the categories of information in the scheme. The next date for review has been set as September 2025. Further guidance from the SIC can be found [here](#).

4. MPS Principles

The MPA imposes six Principles which govern the way we make information available through this Guide to Information. Each principle is set out below:

4.1. Principle One: Availability and Formats

All information classed as published will be available on the GSA website. If you are unable to find a document listed under our scheme, please contact Foicoor@gsa.ac.uk

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](#).

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.

If a document contains information that the University may legitimately wish to exempt from disclosure under an appropriate section of Scotland's Freedom of Information laws, (for example sensitive personal information), we may withhold the information or provide a redacted version for publication. If this is the case, we will inform you that we have done so and provide an explanation of why the information is withheld. The SIC's guidance on information that may be exempt from publication is available [here](#).

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;
- the material is credited to the Glasgow School of Art;
- the source of the material is identified and;
- the copyright status is acknowledged.

4.4. Principle Four: Charges

Published Information

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

Other Information

Information not routinely published through the MPS can be requested via a Freedom of Information request to Foicoor@gsa.ac.uk.

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 the notice.

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.

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

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

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 created in July 2021. The next review is scheduled for September 2025.

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

Further contact details can be accessed [here](#).
- About GSA
General information about GSA can be accessed [here](#).
- 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.

How GSA Is Run

- Structure
Information about the structure of GSA can be accessed [here](#).
- Board of Governors
Information on the GSA Board of Governors (including membership) can be accessed [here](#).
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](#).
- 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 about the Senior Leadership Group (including membership) can be accessed [here](#).
- Academic Committees
Information relating to GSA's decision-making committees (including details on the remit and membership of each) can be accessed [here](#).

- Academic Schools
GSA is organised into five academic schools:

[The Innovation School](#)

[The Mackintosh School of Architecture](#)

[The School of Design](#)

[The School of Fine Art](#)

[The School Innovation and Technology](#)

Strategic Planning

Information relating to the GSA Strategic Plan (2022-2027) current strategic plan can be accessed [here](#).

External Relations

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

- [The Glasgow School of Art Students' Association \(GSASA\)](#).
- 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](#).
Information about the University of Glasgow can be accessed [here](#).
- [Scottish Funding Council](#)
- [Quality Assurance Agency 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 can be found below:

Functions

- [GSA Functions and Services](#)
- [GSA Institutional Policies](#)

- [Academic Registry](#)
- [Archives and Collections](#)
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](#):
- [Information Technology](#)
- [Library Services](#)
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](#).
- [Technical Services](#)
- [Support Departments](#)

Services

- [Programmes](#) (Undergraduate and Postgraduate)
- [Research](#)
- [Open Studio](#)
Open Studio is GSA's continuing education programme.

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

Further information about the decisions GSA takes, how we make decisions and how we involve others can be found below.

Board of Governors agendas, papers and minutes can be accessed [here](#). Please note this page was last updated on 18th October 2021 and is being reviewed.

Information about our committees can be accessed [here](#).

Information about assessment – including our Examination Board Policy, External Examiners Policy, Code of Assessment and Undergraduate Marking Scheme can be accessed [here](#).

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.
- [Pay](#)
The GSA Grade Structure for staff remuneration.
- [Gifts](#)
The GSA Gift Acceptance & Donor Relation Policy.
- [Scholarships](#)
Information about donations and scholarships.
- [Development](#)
Information about the GSA Board Register of Interests
- [Scottish Funding Council](#)
GSA's Outcome Agreements with the Scottish Funding Council can be accessed [here](#).

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. Further GSA academic policies can be accessed [here](#).
- [Admissions Policies](#)
- [Fees, Funding & Finance](#)
Information about fees can be accessed [here](#).
Information about funding and finance can be accessed [here](#).
- [International Students](#)
- [Student Support](#)

- [Complaints](#)
GSA's Complaints Handling Procedure and guides.
- [Student Conduct](#)
GSA's Student Conduct Policy and Misconduct Procedure.

Human Resources

- [GSA HR Policies](#)
- [Equality](#)
Information about equality at GSA, including our Equal Opportunities Statement.
- [Prevent Duty](#)
Information on GSA's Prevent Duty, including the Protocol for Managing Speakers & Events
- [Trade Unions](#)
The Recognition Agreement between GSA and four Trade Unions.
- [Reporting Concerns](#)
GSA Public Interest (Whistleblowing) Policy.

Physical Resources

- [Accommodation](#)
Information about GSA Student Residences can be accessed [here](#). Information about GSA Summer residencies can be found [here](#).
- [Occupational Health & Safety](#)
- [Sustainability](#)

Information Resources

- [Data Protection](#)
Information about Data Protection, including GSA's Data Protection Policy and Privacy Notices.
- [Freedom of 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](#)
- [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](#).

5.7. 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](#).
The Quality Assurance Agency Scotland's Enhancement-Led Institutional Reviews for GSA can be accessed [here](#).
- [Complaints](#)
Complaints Performance Reports can be accessed [here](#).
- [Equality](#)
Student, Staff and Board of Governors equality monitoring reports can be accessed [here](#).
- [Graduate Outcomes](#)
The Higher Education Statistics Agency's (HESA) Graduate Outcomes for GSA can be accessed [here](#).
- [National Student Survey](#)
Full National Student Survey data for GSA can be accessed [here](#).
- [Programme Monitoring](#)
GSA's Programme Monitoring and Annual Reporting Policy can be accessed [here](#):

- Research Excellence
The Research Excellence Framework 2021 results for GSA can be accessed [here](#).

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 license.

- GSA Open Access Policy
- Research
GSA's research repository, including some materials which are available free under Creative Commons licenses, can be accessed [here](#).
- Reprographics
GSA's copyright guidelines can be accessed [here](#).
The Archives and Collections Guide to Reprographic Services can be accessed [here](#).

6. Review

Version	Author	Date	Summary of edits/ revisions
1	Fergus Mason	July 2021	MPS Created
2	Kate Walklate	September 2023	MPS updated and re-formatted

Date of next review: September 2025