

8.14 Student Administration & Support

Introduction

This category contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services.

Category Name	Category Description	How to access	Withheld information
Course information	Degree programmes offered by the institution	Both full-time and part-time prospectuses are available online and in hard copy. Relevant course information will also be contained on departmental websites , including course descriptions, handbooks, and programme specifications.	
Recruitment and admissions	The institution's admissions procedures and policies	Recruitment and International Office Widening Participation How to apply for a Postgraduate Taught Degree How to apply to an Undergraduate degree programme University Calendar	

Category Name	Category Description	How to access	Withheld information
Fees and charges	Tuition fees and other charges to students	<p>Tuition Fees</p> <p>Relevant information can also be found in the University Calendar (See Section 5 of the University Fees and General Information for Students Section for the University's annual fee rates) and the Student Prospectus.</p>	
Scholarships and bursaries	Scholarships and bursaries available to students	<p>Scholarships</p>	
Registration	The institution's arrangements for registering students	<p>Registration and enrolment</p>	
Induction	The institution's student induction arrangements	<p>International students orientation</p>	
Examinations	Arrangements for examinations	<p>Examination timetables and venues</p> <p>Section 5 of the University Calendar relates to Examination procedures</p>	
Progression	Regulations governing student progression	<p>Progression regulations are contained within individual degree programme regulations and can normally be found in the relevant College sections of the University Calendar</p>	

Category Name	Category Description	How to access	Withheld information
Learning support provision	Description and availability of the academic and non-academic learning support provision offered by the institution.	Disability Service	
Student liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups	<p>Staff-Student Liaison Committees meet at least twice a year or more frequently if required. These provide opportunities for both sides to raise issues of concern or to seek opinion about any topic ranging from course content and delivery to accommodation, equipment and facilities.</p> <p>Information on the structure and function of meetings of staff/student consultative committees is normally available at School level. Information on the function of such committees is also normally contained within student handbooks and some Schools make the minutes of the meetings available on their own web pages.</p>	
Student records	The institution's policies on the collection, maintenance and use of personal information about students	<p>The University's policy on students' personal data can be accessed in Section III Personal Data of the University Calendar.</p> <p>How to make a Subject Access Request</p>	
Student discipline	The institution's policies and procedures for disciplinary proceedings against students	The University's policies and procedures relating to student discipline are set out under the Code of Discipline. Other codes or procedures which might lead to a referral under that Code include the Plagiarism Statement and the Fitness to Practise Procedure. The aforementioned are set out in the University Fees and General Information for Students Section of the University Calendar .	

Category Name	Category Description	How to access	Withheld information
Student accommodation	Availability, conditions of use and range of accommodation services offered by the institution	Residential Services	
Graduation arrangements	Information about awards ceremonies	Relevant information is posted on the Registry website.	
Student complaints	Procedures for dealing with student complaints about the institution	The Student Complaints Procedure is published in the University Fees and General Information for Students Section of the University Calendar . Residential Services Complaints Procedure .	



Category Name	Category Description	How to access	Withheld information
Student facilities	Description of the academic, leisure and other facilities and services available exclusively to students	<p>The Chaplaincy</p> <p>Health, Safety and Wellbeing</p> <p>Careers Service</p> <p>Sport and Recreation</p> <p>Student Counselling and Advisory Service</p> <p>Student Learning Service</p> <p>Student Network</p> <p>See also section 18.17: External and Community Relations.</p>	

Category Name	Category Description	How to access	Withheld information
Relationship with the Students Union/ Association	The legal and structural basis of the institution's relationships with the Students Union/Association	<p>The Students Representative Council was established in 1885 and obtained statutory recognition under the Universities (Scotland) Act, 1889. It identifies the constitution and functions of a Students Representative Council and to frame regulations under which they shall be entitled to make representations to the University Court. In 1890 the Council was given the power to petition the Senate on matters of teaching and discipline and to petition the University Court on any other matter affecting the students.</p> <p>The aims of the Council were to represent the students in such matters as affected their interests, to afford a recognised means of communication between the students and the University authorities and to promote academic and social unity among the students.</p> <p>The Council comprised elected representatives from each faculty and from student clubs and societies. All matriculated students of the University were eligible to vote in the election of representatives. The Council was affiliated to the Scottish Union of Students (SUS) until 1971, when the SUS merged with the National Union of Students (NUS).</p> <p>Representation of the Council at a Scottish and UK level is now largely provided by the Coalition of Higher Education Students in Scotland (CHESS). CHESS was founded in 1999 from the previous Scottish Ancients Group.</p> <p>Agreements, protocols, etc governing the institution's relationship with the Union.</p> <p>Details of Union representation on institutional committees etc, and institutional representation on Union boards or committees.</p> <p>Funding provided to the Union.</p>	

Category Name	Category Description	How to access	Withheld information
Students Union/ Association ¹	Information on the operation and activities of the Students Union/Association	<p>Glasgow University Students' Representative Council was instituted in January 1885, with the stated aims of representing the students in such matters as affect their interests; affording a recognised means of communication between the students and the University authorities; and promoting social and academic unity among the students.</p> <p>All matriculated students of the University are eligible to vote in the election of representatives to the Council.</p> <p>There are two Students Unions at the University of Glasgow - the Queen Margaret Union (QMU) and the Glasgow University Union (GUU). The Queen Margaret Union was founded in 1890 and, until 1979, it served as the Students Union for women, while the Glasgow University Union served men. Both Unions now serve students of both sexes, however they have remained entirely separate.</p>	

¹ Required only in cases where the institution has any legal responsibility or liability for ensuring that Students Unions (and similar Associations and organisations) are properly run.