

GLASGOW KELVIN COLLEGE**Learning and Teaching Committee – 19 November 2025****Admissions Policy****Report by Director of Digital and Information Systems****1. Introduction**

In line with the Policy and Procedure Review Schedule, the College Admissions Policy is scheduled for review. The last approval by the committee occurred in February 2024, with the next review proposed for 2026. This report informs members about the recent policy review and seeks approval from the Learning and Teaching Committee.

2. College Admissions Policy

The College Admissions Policy outlines the approach taken by Glasgow Kelvin College regarding admission to its learning programmes. The primary aim of the policy is to maintain fair, transparent, and consistent admissions processes. The policy has been active for two years and this update introduces relatively few changes. All revisions are highlighted in red text and detailed in **Appendix 1**.

The changes are:

- Addition of section 3.4 (Appendix 1) to recognise applicants and students may wish to be known by a different name.
- Update to section 7.6 (Appendix 1), detailing an administrative process to cleanse data of duplicate applications.

3. Background to Policy Update

Preparations have been underway to review the policy ahead of the admissions cycle beginning December 2025. The Student Information Services team has noted an increase in requests from applicants and students to change their legal name and its presentation on College systems, such as attendance registers and the Intranet. This policy update outlines the process for managing such data changes and the steps students need to take to formally request a modification of their student record.

Feedback on the amendments was gathered from students, the student association, trade unions, and staff. The Policy has been reviewed by the Academic Board and Senior Leadership Team. An Equality Impact Assessment will be published on the College website once approved.

4. Resource Implications

There are no resource implications arising directly from this report.

5. Impact on students

Accommodating a change of name supports the student to feel welcomed and part of the College, and may encourage students to complete a course application.

6. Equalities

The policy changes will better reflect students identified genders.

7. Risk and Assurance

There are no risks arising directly from this report.

8. Data Protection

There are no data protection implications arising directly from this report.

9. Environmental and Sustainability

There are no environmental and sustainability implications arising from this report.

10. Recommendations

Members are recommended to:

- i Note the content of this report and its appendix.
- ii Approve the Admissions Policy.

11. Further Information

Members can obtain additional information on the contents of this report from Jason Quinn, Director of Digital and Information Services, jquinn@glasgowkelvin.ac.uk

Glasgow Kelvin College
Jason Quinn, Director of Digital and Information Services
10 November 2025