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GBS Student Disciplinary Policy and Procedure

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Global Banking School Student Disciplinary Policy and Procedure

1. Purpose

- 1.1. Global Banking School (GBS) seeks to provide a student experience that changes the lives of all our students, fosters a culture of positive wellbeing and values their voices. However, in some circumstances the student disciplinary policy and procedure may be invoked and therefore the purpose of this policy is to provide



4. Examples of Breaches of Student Code of Conduct

4.1 GBS regards the following as examples of Misconduct:

- Continued non-submission of coursework
- Cheating or plagiarism in academic coursework
- Threats to health and safety, such as misusing fire extinguishers and fire alarms
- Smoking on GBS premises
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of GBS or the duties or activities of any student, visitor, or member of staff of GBS
- Breach of the provisions of any of GBS's policies including the Equality and Diversity Policy, Safeguarding Policy and the Anti-Harassment and Anti-Bullying Policy
- Failure to disclose personal details to a member of staff of GBS or keep details up to date in circumstances in which it is reasonable to request the information or where funding or fees may be affected
- Failure to respect the rights of others to freedom of belief and freedom of speech
- Failing to respond to a reasonable instruction relating to discipline, issued with the authority of a senior member of staff at GBS
- Persistent use of mobile phones in any way (including videos) in learning areas
- Use of e-cigarettes

4.2 GBS regards the following as examples of Gross Misconduct:

- Any conduct that constitutes a criminal offence
- Action likely to cause injury or impair safety on GBS premises, including organised transport to and from GBS, such as violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language
- Possession of or use of weapons
- Antisocial behaviour, including sexual, racial or any other bullying or harassment of any learner or member of staff of GBS, or any visitor to GBS including making malicious and unfounded accusations against another individual



Fraud, deceit, deception, or dishonesty in relation to GBS or its staff, students, or visitors

Damage, theft, misappropriation,



5.3 In the event of an investigation of an allegation of gross misconduct, GBS may suspend you until the disciplinary hearing where GBS believes that this is necessary. Suspension of this kind does not imply that a decision has already been made about the allegations.

6. Disciplinary Procedures: Stages 1,2 and 3 (Misconduct)

6.1 Where upon completion of an investigation or if no investigation is appropriate, there are reasonable grounds to believe that a student has committed an act of misconduct, the student will be invited to attend a meeting.

6.2 Stage 1: This stage is used to address minor breaches of the Student Code of Conduct. GBS shall be entitled to issue the student with either a verbal or written warning as appropriate. This stage is conducted by the Programme Leader or a nominated member of staff.

6.3 Stage 2: This stage is used to address more serious breaches of the Student Code of Conduct or failure to improve after a verbal or written warning. GBS shall be entitled to issue a student with either a further verbal or written warning, or a final written warning as appropriate. This stage is conducted by the Dean or a nominated member of staff.

6.4 For Stage 1 and Stage 2 a member of GBS staff may apply one or multiple combinations of the following actions in an effort to address the misconduct:

A verbal or written warning, a written final warning (Stage 2) or a written contract may be issued.

The student may be put on a report for a specified period with review dates.

A list of conditions may be devised whereby the student may be allowed to remain at GBS.

The student may be referred to their Student Success Tutor or Welfare Manager for guidance and/or counselling.

personal file. The student will be requested to sign the agreed action(s) to address the misconduct.



GBS may adjourn the disciplinary proceedings if it appears necessary or appropriate to do so (including for the purpose of gathering further information). In these circumstances the panel should be reconvened with its original members and the student will be given notice of the date of the reconvened hearing.



for example, include instruction for another disciplinary panel hearing, dismissing the case or modifying the outcome of the original disciplinary panel hearing.

12. Monitoring and Review

12.1



Annex 3 - GBS Appeal Against the Outcome of a Disciplinary Panel Hearing Form

This form must be completed if a student wishes to make an appeal against the outcome(s) of a Disciplinary Hearing Panel. When completed, the student should send it to their Programme Leader or Dean (the Student Success Tutors can advise you how to do this).

