



Global Banking School
+44 (0) 207 539 3548

info@globalbanking.ac.uk

www.globalbanking.ac.uk

891 Greenford Road, London

UB6 0HE

GB

Document title	GBS Student Code of Conduct
Version	V2.2
Approved by (Oversight Committee)	Academic Board
Policy lead (Staff member accountable)	Provost
Date of original approval	September 2019
Date of last review	May 2023
Changes made at the last review:	Minor editorial changes (May 2023)
Date effective from	June 2023

Date of next review

Contents

1. Policy Statement	4
2. Purpose	4
3. Scope	4
4. Enrolment	5
5. Terms of Admission and Fees.....	6
6. Expectation of Behaviour	6
7. Attendance	7
8. Assessment.....	7
9. Certification	8
10. Key Policies.....	8
11. Health and Safety	8
12. Damage to equipment and premises	9
13. Smoking, Drugs and Alcohol	10
14. Exclusion/Suspension	10
15. Freedom of Expression	11
16. Monitoring and Review	12
17. Data Protection and Confidentiality	12
18. Alternative Format	12
Annex 1 Examples of Behaviour Breaching the Student Code of Conduct.....	13
Annex 2- Global Banking School's Values	15

Global Banking School Student Code of Conduct

1. Policy Statement

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. The Student Code of Conduct is a set of principles, expectations, and rules that are given to students to communicate the expectations GBS has for their behaviour. It outlines the obligations students are expected to uphold. (Please refer to Annex 1- Examples of Behaviour Breaching the Student Code of Conduct).

1.2. The Student Code of Conduct are intended to preserve academic integrity and forms part of a range of measures GBS has in place to safeguard and promote a safe culture across our GBS community and to enable our students to realise their full potential in a healthy and inclusive environment. (Please refer to Annex 2- Global Banking Schools Values).

1.3. By accepting a place at GBS, all students agree to comply with GBS policies and procedures.

4.6 Individuals who are not enrolled as students shall have no right of access to GBS' facilities and IT systems unless granted by a member of senior management.

5. Terms of Admission and Fees

5.1 Students who accept the offer of a place at GBS are additionally bound by the terms of admission.

6. Expectation of Behaviour

6.1 GBS students must:

- (a) Communicate respectfully with all members of GBS community refraining from offensive, discriminatory or aggressive behaviour or language in person, by phone, in messages, in writing and online including social

- (i) Use technology and access the internet responsibly, avoid risks to safety and security and never access unauthorised or illegal material or any material which might cause distress to others.
- (j) Recognise that GBS will monitor the use of IT systems and that using any software to bypass filtering or security systems or altering computer settings is strictly prohibited.
- (k) GBS has a zero-tolerance policy towards bribery and corruption² and is committed to the highest levels of openness, integrity, and accountability. Students are not permitted to bribe any GBS member of staff and any student found to be in breach, will be subject to GBS Student Disciplinary Policy.

7. Attendance

7.1 Students will be regarded as in attendance at GBS whether they are present within GBS buildings or engaged elsewhere on some legitimate activity pursuant to the programme (for example, attending an authorised field trip, work placement etc.), provided they maintain regular academic contact with tutors and adhere satisfactorily to attendance requirements.

7.2 Students must attend classes in line with GBS's Attendance Policy, which is available on the website and the Virtual Learning Environment - VLE. Students who do not meet GBS's requirements for attendance will be withdrawn from their programme of studies.

7.3 Medical certificates must be produced promptly to the appropriate Student Success Tutors in the event of absence due to illness if the absence is prolonged beyond 7 working days or if GBS so requests.

8. Assessment

8.1 It is the student's responsibility to be familiar with GBS's regulations regarding assessment applicable to their programme.

² Bribery is the offer, promise, giving, demanding or acceptance of an advantage as an inducement for an action which is illegal, unethical, a breach of trust or the improper performance of a contract. Inducements can take the form of gifts, fees, rewards, jobs, internships, examination grades, favours, or other advantages. Corruption is the misuse of entrusted power for personal gain.

8.2 Specific programme regulations can be found in the relevant student handbook for the programme.

8.3 Students who dispute a decision of an Assessment Board may, under certain circumstances, appeal against that decision. For all relevant information, please see GBS's Academic Appeals Policy and procedure (available on GBS's



Annex 1 Examples of Behaviour Breaching the Student Code of Conduct

The following are examples of behaviour that we may consider to be unacceptable.
Please note that this is not an exhaustive list,

Misuse or unauthorised use of GBS premises or items of property.

Dropping litter of any description on GBS premises whether inside or outside buildings or smoking in unauthorised areas.

Vexatious, reckless, or malicious allegations against other GBS students, staff, or members of the public.

Misuse of a student ID card.

Failure to give your name and student ID card to a member of staff when asked.

Failure to comply with a previously imposed penalty or instruction under any GBS regulation, policy,



Annex 2- Global Banking School's Values

Our vision is 'to change lives through education that makes a fundamental difference to living standards and access to learning'.

We believe that education is transformational. It enables personal growth which can lead to better employment prospects.