



Global Banking School
+44 (0) 207 539 3548

info@globalbanking.ac.uk

www.globalbanking.ac.uk

891 Greenford Road, London
UB6 0HE

GBS Student Transfer Plan

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Global Banking School Student Transfer Plan

1. Purpose

- 1.1. The purpose of this document is to set out Global Banking School (GBS) Student Transfer Plan covering students wishing to transfer into GBS from another UK institution, students wishing to transfer out of GBS to another UK higher education institution and students wishing to transfer to another programme of study within GBS.

students. Students from another UK higher education provider wishing to transfer to study at GBS on a programme awarded by a GBS partner organisation will be required to meet any entry and/or progression requirements of the awarding body in addition to being accepted by GBS.

3. Legislation

3.1 All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the plan is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers.

4. Equality and Diversity

4.1 The Equality Act 2010 provides protection against discrimination, harassment, and victimisation on the grounds of disability and other protected characteristics. It is a legal duty for higher education institutions to anticipate needs and make reasonable adjustments so that disabled students are not placed at a substantial disadvantage compared to students who are not disabled.

5. GBS Student Protection Plan

5.1 GBS Student Protection Plan provides a plan for prospective and enrolled students that protects students against any material changes to their proposed or current programme of studies. The eventualities regarded as significant material changes covered by the Plan are as follows:

- a. Institutional Closure
- b.
- c. Withdrawal of Programme Designation
- d. Closure of Programme of Studies
- e. Major In Year Changes to a Programme of Studies
- f. Unanticipated Loss of Key Staff
- g. Suspension or Revocation of Tier 4 Sponsor Licence
- h. Industrial Action by Global Banking School Staff or a Third Party
- i. Providing Support to the Wider Higher Education Sector

5.2 If one or more of these significant material changes occur and concern transfer of GBS students¹ either outside of GBS or to another programme and/or campus then the Academic Standards and Quality Director will set up a small task, oversee and manage the transfer of students. The team will consist of the Academic Standards and Quality Director, appropriate Programme/Cohort/Level Leader(s), Dean(s), Associate Dean and Student Success Tutors(s).²

6. Students Transferring out of GBS to another UK Institution

6.1 As a consequence of events outlined in the GBS Student Protection Plan or a student(s) decision to transfer to another higher education provider, GBS will facilitate transfer to another higher education provider, preferably to an equivalent or similar programme of study, in order to enable the student to complete their studies. This may include, but is not limited to:

- Programme closure
- Institutional or campus closure
- Loss of Registration with the Office for Students and Programme Designation
- Student-led withdrawal

6.2 The appropriate Dean will work closely with the appropriate Student Success Tutor and a member of staff from the GBS Admissions team to support students with transferring out of GBS to another higher education provider. Should transfer to another higher education provider be necessary, GBS will support arrangements to:

- a) Confirm any completed credit, level attained, or study undertaken, as appropriate, to support a student to transfer to another provider as soon as practically possible or at a later date to be agreed between the student(s) and GBS. GBS will provide the student with a transcript recording achievement to date on their programme of study.
- b) Receive a refund for all/partial fees where transfer of completed credit is not possible, in accordance with GBS Tuition Fee Refund Policy.

6.3 Students who transfer out of GBS to another higher education provider may be eligible for an interim award recognising their achievements at the point of transfer out of GBS. Any interim award would be subject to the regulations of the awarding body appropriate

¹ GBS partner organisations currently include Leeds Trinity University, University of Suffolk, Buckinghamshire New University, Canterbury Christ Church University, Pearson and Bath Spa University.

² This GBS Student Transfer Plan applies to students on the GBS Pearson programmes. Students on programmes with other awarding bodies are to use their respective partner institution Student Transfer Plan or equivalent.

to the programme of study undertaken by the student at GBS. The appropriate member of staff from Registry will provide advice and guidance to students with respect to interim awards.

7. Students Transferring into GBS from another UK Institution

7.1 As a consequence of events at other higher education providers triggering a transfer or students electing to transfer to GBS, we will consider:

- (a) Admission of students onto an equivalent or similar programme of study, taking completed credit, level attained, or other study undertaken into consideration, as appropriate and in accordance with GBS Recognition of Prior Learning Policy

