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## **GBS Admissions Policy**

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#### Related GBS policies

- GBS Student Charter
- GBS Student Code of Conduct
- GBS Student Complaints Policy and Procedure
- GBS Student Protection Plan
- GBS Student Disciplinary Policy
- GBS Equality and Diversity Policy
- GBS Records Management and Retention Policy
- GBS Anti-Harassment and Anti-Bullying Policy

#### External Reference Points

1. [UK Quality Code for Higher Education](#), Advice and Guidance: Concerns, Complaints and Appeals and Advice and Guidance: Partnerships.
2. [OIAHE Good Practice Framework](#), Handling Complaints and Academic Appeals.
3. UK Quality Code for HE: Admissions, Recruitment and Widening Access  
<https://www.qaa.ac.uk/the-quality-code#>
4. The Schwartz Fair Admissions Review <https://www.semanticscholar.org/paper/Fair-admissions-to-higher-education-%3A-for-good-Schwartz/2f357bf77bd52995ba5a34cd51420ef372ef0475>
5. UUK & Guild HE Fair Admissions Code of Practice  
<https://guildhe.ac.uk/admissions/admissions-code-of-practice/>
6. Higher Education and Research Act 2017  
<https://www.legislation.gov.uk/ukpga/2017/29/contents/enacted>
7. Competition and Markets Authority regulations  
<https://www.gov.uk/government/organisations/competition-and-markets-authority>
8. Equalities legislation <https://www.legislation.gov.uk/ukpga/2010/15/contents>

## Contents

1. Policy Statement .....	4
2. Information for applicants .....	4
3. Education advisors/agents .....	5
4. Criteria for admission .....	5
5. How to apply .....	5
6. Criminal convictions .....	5
7. Applications from minors .....	6
8. Applicants with a disability and/or additional support needs .....	6
9. Decision making and Offers .....	6
10. Recognition of Prior Learning .....	7
11. Registration and enrolment .....	7
12. Appeals against admission decisions .....	7
13. Complaints against the admissions service .....	8
14. Fraud and plagiarism .....	8
15. Data protection .....	8
16. Monitoring and Review .....	9
17. Data Protection and Confidentiality .....	9
18. Alternative Format .....	9
Appendix 1.0 - Benchmark documents for best practice in admissions within Higher Education admissions .....	10
Appendix 1.1 - Higher Education and Research Act 2017 .....	10
Appendix 1.2 - Legislation .....	10
Appendix 1.3 - Responsibility for admission by Partner .....	11
Appendix 1.4 - General Data Protection Regulations (GDPR) .....	12
Appendix 1.5 - English Language Entry Requirements .....	12
Appendix 1.6 - Detailed entry requirements by programme .....	13

## GBS Admissions Policy

### 1. Policy Statement

- 1.1. Global Banking School (GBS) is a welcoming and inclusive place to study. One of GBS' core values is "*transforming lives through education and opportunities*". The purpose of the policy is to provide information to enquirers, applicants, and staff on recruitment, selection, and admissions process at GBS.
- 1.2. This policy sets out GBS' approach, responsibilities and those of applicants. It should be read in conjunction to the Terms and Conditions of Offer, prospectuses and study website. This policy covers applications for places on GBS' undergraduate, postgraduate, and continuing professional development courses leading to the award of qualification. This policy covers all modes of study, regardless of location. Study modes available for each individual programme will be detailed in each programme description.
- 1.3. The policy is consistent with best practice in higher education admissions, as defined in several sources (see appendix 1.0). It is also framed with reference to commitments to fair access and student success as set out within sector legislation and requirements (see appendix 1.1).

### 2. Information for applicants

- 2.1. GBS complies with the requirements of the Competition and Markets Authority (CMA) and the Equalities Act 2010 (see appendix 1.2). For the purpose of this regulation, GBS is a 'trader' and its students are 'consumers'.
- 2.2. GBS is clear about three main areas in particular:
  - The Terms and Conditions for Study at GBS govern the Institution's relationship with students and form a contract between GBS and its students in relation to their studies.
  - GBS provides information, which is accurate, easy to find and useful for the applicants to make an informed choice.
  - GBS sets out an accessible, clear, and transparent Admissions Policy for applications, including how to raise an issue or concern.
- 2.3. All material programme information (aims, content, assessment etc) can be found on the GBS website for each programme offered including programme fees and other costs associated with individual programmes of study. A brief overview of decision making per programme can also be seen in the

appendices.

### **3. Education advisors/agents**

- 3.1. GBS works with educational advisors or agents, contracted on an annual renewable basis. All agents and educational advisors are monitored on an ongoing basis. GBS provides induction and regular training and briefing about our programmes for advisors and agents during site visits and via familiarisation visits to GBS.
- 3.2. GBS hosts training and familiarisation conferences annually for all agents or advisors. Educational advisors and agents are required to comply with GBS Policies and Procedures in the best interest of GBS as an institution and its applicants. Failure to adhere to these requirements, or any other expectations, will result in the cessation of the agent's contract.

### **4. Criteria for admission**

- 4.1. The criteria to admit applicants for each programme is set by GBS or by its partners in agreement with GBS. All programmes are delivered in English and applicants' language proficiency is assessed during the admissions process. Applicants must demonstrate they are able to read, listen, speak and write in English at the required level for each programme, in accordance with the Common European Framework of Reference for Languages (CEFR) (see appendix 1.5).

### **5. How to apply**

- 5.1. Applicants who have an interest in studying at GBS can apply directly through the GBS website, they may contact GBS student recruitment team via social media to apply or contact may also be made via recognised agents or education advisors. Once the application is received by GBS, applicants are required to visit a GBS campus in the UK to have their application processed.

### **6. Criminal convictions**

- 6.1. Under the Rehabilitation of Offenders Act 1974 (UK), having a criminal record does not necessarily prevent applicants from studying at GBS. This will depend upon the nature of the programme applied for and the circumstances and background of the offence. However, as part of GBS' duty of care to staff, third parties and students, GBS requires applicants to provide information about any relevant criminal convictions as part of the admissions process.

- 6.2. GBS will assess the application through standard processes in the first instance and, if the recommendation is to offer the applicant a place, the application will be assessed by suitably qualified and experienced staff in the light of the declared conviction. Applicants with convictions currently on licence are required to notify GBS of any licence conditions which may prevent full engagement. Where possible, GBS will make reasonable adjustments to facilitate inclusion. For certain programmes, the provision of an enhanced DBS check is required.

## **7. Applications from minors**

- 7.1. GBS does not accept applicants who will be under the age of 18 at the time of commencing study at GBS. Applicants who are going to be 18 at the time of enrolment to study will be considered provided they hold an OFQUAL regulated 60-credit Level 3 qualification or Level 3 qualifications which total at least 80 UCAS tariff points as.

## **8. Applicants with a disability and/or additional support needs**

- 8.1. GBS welcomes applications from candidates with a disability or additional support needs. Such applicants will be considered against the same criteria as all other candidates following the process outlined in this policy.
- 8.2. In the event that a candidate with a disability or additional support needs is deemed qualified and eligible for an offer of a place, GBS Welfare Team will contact the applicant to discuss the additional support the applicant is likely to require in order to manage their circumstances. Where the needs of the applicant are complex, GBS may issue an offer based on academic and other eligibility criteria, which remains subject to investigation as to whether suitable reasonable adjustments can be implemented. Notwithstanding any offer made based on academic and other eligibility criteria, in the unlikely event that GBS decides that the adjustments required to support the applicant could not reasonably be made, GBS reserves the right not to make such adjustments. In such a case, GBS will contact the applicant directly to confirm this decision.

## **9. Decision making and offers**

- 9.1. All application decisions are made by GBS Admissions team.
- 9.2. There are differing deadlines for assessment according to each programme offered by GBS or its partners, depending on the programme and the start date. Where applications are submitted with all the requisite detail, GBS will aim to

provide decisions within 2 working days in the case of programmes for which GBS makes direct offers. For some programmes, as shown in the Appendix 1.3, where GBS is not responsible for issuing the offers, the time taken to make the offer may vary. Where applications require further information or assessment this may delay the time it takes to provide applicants with a decision.

- 9.3. The conditions of the offer will be outlined to all applicants in writing via email. If an applicant is able to demonstrate they meet the conditions of our offer, they will be accepted and invited to enrol. This typically takes place within two weeks prior to their study start date.

## **10. Recognition of Prior Learning**

- 10.1. GBS has a defined procedure for any applicants wishing to apply for academic study via Recognition of Prior Learning (RPL). Potential students may be awarded credit for part of their chosen programme by recognition of prior comparable learning and attainment, whether that be certificated or experiential.

## **11. Registration and enrolment**

- 11.1. Once applicants have accepted their offer to study at GBS, they are required to start their registration online and to attend their preferred campus location during Enrolment Week to register for their programme of study, including bringing their documents (passports, settlement status – if applicable, proof of address and proof of highest qualifications) for verification.

## **12. Appeals against admission decisions**

- 12.1. A formal appeal is a request for review of the application process, it is not a request for a review of an application decision. Appeals against admissions decisions can only be made on the grounds of procedural irregularity or evidence of any action of decision which is not consistent with the GBS Admissions Policy. Disagreement with academic judgement is not a valid ground for appeal.
- 12.2. In cases where additional relevant information can be provided by a prospective student in support of their application, which was unavailable when the application was originally submitted, GBS will take this into consideration and may reconsider the application. In case of the final admission decision having been made by one of the awarding bodies, an applicant must make the request to the awarding body.
- 12.3. For appeals made to GBS, the applicant GBS an email addressed to The Head

of UK Admissions to [admissions@globalbanking.ac.uk](mailto:admissions@globalbanking.ac.uk) stating the basis of the appeal and providing the relevant documentary evidence, in no more than 10 working days. GBS will aim to respond to appeals within 5 working days although it may take up to 15 days.

### **13. Complaints against the admissions service**

- 13.1. This procedure should be used when an applicant dissatisfied with the service they have received from the GBS with regard to an application.
- 13.2. The complaints handling procedure cannot be used as a means to change an admissions decision. However, if in the course of investigating a complaint the investigator believes there may be evidence procedural irregularity or evidence of any action of decision which is not consistent with the GBS Admissions Policy, GBS will take this into consideration and may reconsider the application.
- 13.3. For complaints made to GBS, the applicant must send GBS an email addressed to The Head of UK Admissions to [admissions@globalbanking.ac.uk](mailto:admissions@globalbanking.ac.uk) stating the basis of the complaint and providing the relevant documentary evidence, in no more than 10 working days. GBS will aim to respond to appeals within 5 working days although it may take up to 15 days.

### **14. Fraud and plagiarism**

- 14.1. GBS will not admit applicants on the strength of information considered to be either fraudulent or plagiarised. GBS reserves the right to reject or cancel an application under these circumstances, or to make a recommendation to a validating body that they should. GBS may terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the University.

### **15. Data protection**

- 15.1. Access to any personal information given to GBS when making an application or enrolling and studying with us will be treated in confidence, in line with the Data Protection Act 2018. Access to and use of personal information is limited in any specific circumstance to only those staff and administrators who need that access to manage and respond to applications, enrolment, studies and related processes and use of GBS services. Upon submission of an enquiry to study with us, applicants agree to the use of their data in line with GBS' Privacy Policy.



- 15.2. In certain circumstances GBS may need to share your data with a third-party external organisation to reach a decision on or progress your application. In such circumstances we are committed to protecting your data in accordance with all relevant data protection legislation.

## **16. Monitoring and Review**

- 16.1. This policy may be amended by GBS at any time. Any issues related to the monitoring and review of this guide please contact the Academic Standards and Quality Office at [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).

## **17. Data Protection and Confidentiality**

- 17.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of your personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).
- 17.2. All documentation relating to admission will be kept confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role.

## **18. Alternative Format**

- 18.1. This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).

## **Appendix 1.0 - Benchmark documents for best practice in admissions within Higher Education admissions**

- UK Quality Code for HE: Admissions, Recruitment and Widening Access <https://www.qaa.ac.uk/the-quality-code#>
- The Schwartz Fair Admissions Review <https://www.semanticscholar.org/paper/Fair-admissions-to-higher-education-%3A-for-good-Schwartz/2f357bf77bd52995ba5a34cd51420ef372ef0475>
- UUK & Guild HE Fair Admissions Code of Practice <https://guildhe.ac.uk/admissions/admissions-code-of-practice/>

## **Appendix 1.1 - Higher Education and Research Act 2017**

- Higher Education and Research Act 2017 <https://www.legislation.gov.uk/ukpga/2017/29/contents/enacted>

## **Appendix 1.2 - Legislation**

- Competition and Markets Authority regulations <https://www.gov.uk/government/organisations/competition-and-markets-authority>
- Equalities legislation <https://www.legislation.gov.uk/ukpga/2010/15/contents>

### Appendix 1.3 - Responsibility for admission by Partner

Partner	Recruitment	Admissions
Pearson	<p>GBS is responsible for the recruitment of all programmes taught at GBS premises.</p>	<p>GBS is responsible for the assessment, the decision-making, and the offer.</p>
University of Suffolk		<p>GBS is responsible for the assessment of applications and the decision-making. Suffolk issues the offer.</p>
Leeds Trinity University		<p>GBS makes an initial assessment, but LTU makes the final decision and issues the offer letter.</p>
Canterbury Christ Church University		<p>GBS is responsible for the assessment, the decision-making, and the offer.</p>
Bath Spa University		<p>GBS is responsible for the assessment, the decision-making, and the offer for the 4-year programme. For the Top-up programme, we are responsible for making an initial assessment and issuing a conditional offer letter. BSU makes the final decision and issues the unconditional offer letter.</p>
Oxford Brookes University		<p>GBS is responsible for the assessment, the decision-making and the offer.</p>

## **Appendix 1.4 - General Data Protection Regulations (GDPR)**

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

## **Appendix 1.5 - English Language Entry Requirements**

GBS, in agreement with its partners, accepts applicants who are assessed at CEFR B1 or B2 levels of English, depending on each programme's entry requirement. We assess the applicants' English levels up to standards established through a reflective essay, interview and agreed English language tests. Exceptions to English language requirements are agreed per partner based on previous education history such as completing a degree from a majority English speaking country, accepted alternative English language qualification or alternative qualification completed in the UK.

Information on English language requirements can be found [here](#).

### Appendix 1.6 Detailed entry requirements by programme

Programme	Awarding Body	English Language Requirements	Admissions Interview	Reflective Essay (word count)	Under 21s Entry Criteria	Work Experience
BA (Hons) Business and Enterprise with Foundation Year	LTU	B1 or UK GCSE at grade: 4/C	Yes	500	A minimum of 48 UCAS tariff points from at least 1 full A level; or, accepted equivalent qualification or 60 Credit Ofqual qualification at Level 3	N/A
BSc (Hons) Health and Social Care with Foundation Year	LTU	B1 or UK GCSE at grade: 4/C	Yes	500	A minimum of 48 UCAS tariff points from at least 1 full A level; or, accepted equivalent qualification or 60 Credit Ofqual qualification at Level 3	N/A
MA International Business	LTU	B2 or UK GCSE at grade: 4/C or Previous UK Degree or SELT English test (Were an international Degree is provided)	Yes	350 and, Personal Statement	UK degree or equivalent with a minimum 2:2	N/A
BSc (Hons) Business & Tourism Management	CCCU	B1 or UK GCSE at grade: 4/C	Yes	350	Minimum 80 UCAS tariff points or 60 Credit Ofqual qualification at level 3.	N/A
BSc (Hons) Accounting & Financial Management	CCCU	B1 or UK GCSE at grade: 4/C	Yes	350 and, Numeracy Test	Minimum 80 UCAS tariff points or 60 Credit Ofqual qualification at level 3.	N/A
BA (Hons) Global Business and Entrepreneurship with Foundation Year	OBU	B1 or UK GCSE at grade: 4/C	Yes	350	Minimum 80 UCAS tariff points (or above) or 60 Credit Ofqual qualification at Level 3.	N/A
BSc (Hons) Health Wellbeing and Social Care with Foundation Year	OBU	B1 or UK GCSE at grade: 4/C	Yes	350	A minimum of 80 UCAS tariff points (or above) or 60 Credit Ofqual qualification at Level 3.	N/A

<b>Programme</b>	<b>Awarding Body</b>	<b>English Language Requirements</b>	<b>Admissions Interview</b>	<b>Reflective Essay (word count)</b>	<b>Under 21s Entry Criteria</b>	<b>Work Experience</b>
BSc (Hons) Health, Wellbeing and Social Care (Level 6 Direct Entry)	OBU	B2 or UK GCSE at grade: 4/C	Yes	N/A	Level 4 qualification (this is only available for our internal HND students)	N/A
BA (Hons) Global Business (Business Management) with Foundation Year	UoS	B1 or UK GCSE at grade: 4/C	Yes	350	A minimum of 80 UCAS tariff points (or above) or 60 Credit Ofqual qualification at Level 3.	N/A
BSc (Hons) Construction Management with Foundation Year	BSU	B1 or UK GCSE at grade: 4/C	Yes	350	A minimum of 80 UCAS tariff points (or above) or 60 Credit Ofqual qualification at Level 3.	N/A
BA (Hons) Business and Management (Level 6 -Top-up)	BSU	B1 or UK GCSE at grade: 4/C	Yes	N/A	Level 5 HND in Business (only available for our internal students)	N/A
HND in Business	Pearson	B2 or UK GCSE at grade: 4/C	Yes	350	A minimum of a Level 3 Ofqual Recognised Qualification with at least 52 credits	Minimum 2 years work experience
HND in Healthcare Practice for England (Healthcare Management)	Pearson	B2 or UK GCSE at grade: 4/C	Yes	350	A minimum of a Level 3 Ofqual Recognised Qualification with at least 52 credits	Minimum 2 years work experience
HND in Digital Technologies for England (Cyber Security)	Pearson	B2 or UK GCSE at grade: 4/C	Yes	350 and, Numeracy Test	A minimum of a Level 3 Ofqual Recognised Qualification with at least 52 credits	Minimum 2 years work experience
HND in Construction Management for England (Construction Design and Build Technician)	Pearson	B2 or UK GCSE at grade: 4/C	Yes	350	A minimum of a Level 3 Ofqual Recognised Qualification with at least 52 credits	Minimum 2 years work experience