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## **GBS Student Code of Conduct**

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#### Related GBS policies

- GBS Student Charter
- GBS Student Complaints Policy and Procedure
- GBS Good Academic Practice and Academic Misconduct Policy
- GBS Academic Appeals Policy
- 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
- GBS Social Media Policy
- GBS Mental Health and Wellbeing Policy
- GBS Safeguarding and Prevent Policy
- GBS ICT Policy

#### External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, *Equality Act 2010*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2010/15/contents>

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## 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's regulations, policies and procedures which include the Student Code of Conduct. Students should familiarise themselves fully with the Code of Conduct.

### 2. Purpose

- 2.1 The purpose of this policy is to provide students with information concerning their behavior and conduct whilst enrolled as a student on a programme offered by GBS.<sup>1</sup> All students are required to conduct themselves in an appropriate manner in their day-to-day activities, including in their dealings with other students, staff, and external organisations.

### 3. Scope

- 3.1 The Student Code of Conduct applies to all GBS students at all campuses. It applies to:
  - (a) activities in which they engage in their capacity as students of GBS.
  - (b) services or facilities they enjoy by virtue of being a student of GBS.
  - (c) their presence in the vicinity of, or their access to, any premises owned, leased, or managed by GBS.

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<sup>1</sup> This GBS Student Code of Conduct applies to all students who are enrolled on and studying programmes offered by GBS. Awards from GBS partner organisations will have their own version and this may apply to students enrolled on their programmes.

- (d) any activity not covered by a), b) or c) above, which is considered to affect adversely the safety, interests, or reputation of GBS, its students, employees, or authorised representatives, as outlined in this code.

#### **4. Enrolment**

4.1 All students prior to enrolment or during enrolment must produce evidence of having satisfied the relevant entry requirements for their programme of studies.

4.2 Students are required to enroll or re-enroll for each successive year or other relevant part of their programme of studies. At the time of initial enrolment and renewal students must:

- (a) provide in full the information requested.
- (b) pay fees due in accordance with GBS's fee policy.

4.3 On completion of enrolment, or re-enrolment, students will receive a student card, which is valid for their entire programme, production of which may be required by members of GBS staff for the purpose of identification:

- (a) If excluded from the programme following a recognised assessment procedure.
- (b) If excluded from the programme for non-compliance with prevailing fees policy.
- (c) If excluded on medical grounds
- (d) If expelled from GBS following a recognised disciplinary procedure.
- (e) In the event of withdrawal from the programme.
- (f) If excluded for non-attendance in accordance with GBS' attendance policy and requirements.

4.4 It is the responsibility of the student to maintain enrolled status, to amend any changes to their personal information (for example, contact details such as local address, email address, mobile phone number etc.).

4.5 GBS is required under the terms of the Data Protection Act 2018 to maintain up-to-date information on its students. GBS cannot accept responsibility for inaccuracies in data held on individuals where the source is outside its control.

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 platforms.
- (b) Conduct their studies with honesty and integrity, and not engage in fraudulent behaviour, plagiarism, contract cheating or collusion.
- (c) Respect the privacy of other students and staff and not access, copy, or share private information or confidential information.
- (d) Treat all GBS members of staff and students with respect and not engage in bullying, threatening, or harassing behaviour either in-person or online OR coerce or incite another person to engage in those behaviours.
- (e) Uphold principles of equity, respecting the diversity of GBS and not behave in a discriminatory way against any person or group based on disability, gender, race, or cultural background, religious or spiritual belief, sexual orientation, or physical appearance. Discriminatory behaviour can include behaviour in-person, comments made in class and written in academic papers, in email, message or online platforms including social media.
- (f) Not engage in sexual harm. Sexual harm includes sexual harassment and sexual assault and can include threatening, controlling, stalking behaviour or image-based abuse (sharing of intimate images without consent).
- (g) Not engage in criminal activity or commit an unlawful act while on GBS premises or in connection with GBS activities.
- (h) Act in accordance with GBS legislation, policy, procedures, or rules that apply to students. These may include academic policies or rules relating to accommodation or use of GBS services or facilities.

- (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 corruption<sup>2</sup> 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.

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<sup>2</sup> 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 website and the VLE).

8.4 GBS regards any use of unfair means to enhance performance at an assessment task as an act of academic misconduct. GBS's Good Academic Practice and Academic Misconduct Policy and procedure describes how suspected cases of plagiarism and other forms of academic misconduct will be investigated and the penalties that will apply.

## **9. Certification**

9.1 The issue of certificates of award shall be withheld until personal details are up-to-date and any debts for tuition fees or other monies owing to GBS are paid in full. The position of all such cases shall be kept under regular review.

## **10. Key Policies**

10.1 Students must ensure that they are aware of key policies and associated procedures, as appropriate, of GBS. These are covered at induction and include the following:

- GBS Safeguarding and Prevent Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy and Procedure
- GBS Student Charter
- GBS Social Media Policy
- GBS Health and Safety Policy.

Any other GBS policy not mentioned above may also be applicable.

10.2 Students should acquaint themselves all relevant policies, procedures, and forms, including those referred to above.

## **11. Health and Safety**



- 11.1 GBS owes a duty of care to its students and staff and as far as is reasonably practical, seeks to ensure that GBS is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of GBS.
- 11.2 Students should ensure that they do not take any action that endangers themselves or others.
- 11.3 Students should comply with any requests in the event of an emergency.
- 11.4 Students shall behave in such a way that their health and safety, and that of others, is not put at risk. Where children are concerned this duty extends to whoever has brought them into GBS premises.
- 11.5 Students shall not endanger themselves or others by intentionally or carelessly interfering with, or misusing, any article, substance, or material provided by GBS or on its premises.
- 11.6 Students shall use any protective equipment provided, and ensure, so far as is reasonably practicable, that they understand and abide by safe systems of work or general health and safety legislation, in connection with any of GBS' activities.

## **12. Damage to equipment and premises**

- 12.1 Any individual student or group of students found to be responsible, through any willful act or negligence, for any loss or damage to GBS' premises, equipment or property, shall be liable for the cost of such restoration or repair as is necessary. The full cost will be payable on demand to the appropriate officer.
- 12.2 Any individual student or group of students whose actions are found to have willfully compromised the security, integrity or educational purposes of computer systems provided by GBS will be considered potentially to have contravened the disciplinary regulations and will be subject to the relevant procedures. The sending of unsolicited bulk email is not permitted; this includes but is not limited to, advertisements and political and religious materials.

- 12.3 Students should treat GBS property, equipment and other materials and the property of others with care and respect.
- 12.4 Students must abide by GBS policies regarding food and drink where this is signposted as this can damage equipment.
- 12.5 Students should take care of their own property and not leave valuables unattended.

### **13. Smoking, Drugs and Alcohol**

- 13.1 Smoking or vaping is prohibited inside any building operated by GBS (including corridors, foyers, toilets, and entrances etc.). Students should make sure that they do not smoke or vape near doors and outside areas where it is clearly designated as no smoking.
- 13.2 Students must not take or supply illegal drugs on campus or the peripheral area. Drugs found in students' possession will be confiscated and students will be reported to the relevant authorities (Police).
- 13.3 Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

### **14. Exclusion/Suspension**

- 14.1 GBS reserves the right to exclude, suspend or expel any student who contravenes GBS' regulations, GBS Student Charter and GBS Student Code of Conduct as detailed in this document.
- 14.2 Under such exclusion, suspension, or expulsion, all GBS activities, facilities and premises shall be prohibited to the student.
- 14.3 Acting in breach of such exclusion, suspension or expulsion shall constitute a disciplinary, or further disciplinary, offence and shall be referred by the Dean of Students for consideration by an Investigating Panel.

14.4 Exclusion shall apply where the contravention of regulations does not involve a disciplinary component. Exclusion may follow where a student:

- (a) fails to comply with prescribed assessment regulations or those laid down by the awarding body.
- (b) fails to comply with prevailing fees policy.
- (c) fails to comply with the regulations on attendance; or
- (d) is considered by GBS to be unfit to continue his or her studies and/or fails to produce a satisfactory medical certificate of fitness when asked to do so by the Dean or nominee. The Dean or nominee shall determine whether the certificate is satisfactory.

14.5 Students excluded under (a), (b) and (d) may be re-admitted to GBS subject to their subsequent compliance with the relevant regulation(s) and to the permission of the Dean or nominee, which may be delegated. Students excluded under (c) shall have the right of appeal through GBS Student Complaints Policy and Procedure.

14.6 Suspension shall apply in cases of alleged breaches of the disciplinary regulation where the incident is under investigation according to prescribed procedures or where the Dean or nominee, in the exercise of their summary powers or a Disciplinary Panel, at the conclusion of its hearing determines this to be the appropriate action.

14.7 Suspended students shall be re-admitted to GBS subject to satisfactory completion of their period of suspension, or to the case against them not being found proven.

14.8 Expulsion shall apply where a breach of disciplinary regulations has been found by a Disciplinary Panel or other recognised authority (normally the Dean or nominee) at GBS, which deems this to be the appropriate penalty. Expelled students shall not be readmitted to GBS except by special dispensation of the CEO or nominee.

## **15. Freedom of Expression**

15.1 GBS values freedom of speech and self-expression. However, freedom comes with responsibility and free speech that is designed to manipulate or that leads to violence and harm of others, goes against the moral principles in which freedom of

speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

## **16. Monitoring and Review**

16.1 This Student Code of Conduct may be amended by GBS at any time. GBS will regularly review our processes to monitor compliance. Any issues related to the monitoring and review of this code, please contact [asgo@globalbanking.ac.uk](mailto:asgo@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 personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 (DPA).

17.2 By accepting an offer to study at GBS, students have given GBS rights to process, use and share information. Information may be shared with relevant people to facilitate actions and recommendations within departments across GBS. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with GBS data protection policy immediately. For data protection purposes and compliance matters, please contact [dpa@globalbanking.ac.uk](mailto:dpa@globalbanking.ac.uk).

17.3 All documentation relating to students 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:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager
- **Email:** [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)

## **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, and these examples can happen both on and off campus and can involve members of the public:

- Academic Misconduct.
- Disruption of, or improper interference with, the academic, administrative, social, or other activities of GBS.
- Breach of the regulations which students accept as a condition of enrolment.
- Behaviour which, in the reasonable opinion of GBS, brings GBS into disrepute.
- Breach of professional conduct.
- Conduct which may be regarded as a breach of the criminal law.
- Misuse of alcohol, drugs, and legal highs.
- Bullying, harassment, or discrimination, including the use of discriminatory language (we use the definitions of discrimination formally adopted by the UK government, and other associated legal advice).
- Physical, written, or verbal abuse or intimidation, including in communications via social media.
- Sexual harassment.
- Sexual violence.
- Sexual misconduct.
- Fraud, deceit, deception, or dishonesty.
- Action likely to cause injury, impair safety or raise false alarm on GBS premises.
- Damage to property, including the placing of posters and signs, caused intentionally or recklessly, and theft or misappropriation of such property.

- 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, or procedure.
- Unacceptable behaviour or actions as set out in other policies, procedures, and regulations of GBS.

## 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.
- ❖ Our values are not just a set of words, they define who we are and what we strive to be as an organisation.
- ❖ We want to put our values at the heart of everything that we do, and we need our staff and students help to make this a success.