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## **GBS Student Transfer Plan**

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**Related policies**

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Student Protection Plan
- GBS Tuition Fee Refund Policy
- GBS Value for Money for Students Policy
- GBS Student Complaints Policy and Procedure
- GBS Recognition of Prior Learning Policy
- GBS Student Charter
- GBS Student Code of Conduct

**External Reference**

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>
4. UK Public General Acts, *Higher Education and Research Act 2017*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2017/29/contents/enacted>
5. Office for Students, *Securing student success: Regulatory framework for higher education in England, February 2018* Accessed online at: [https://www.officeforstudents.org.uk/media/1406/ofs2018\\_01.pdf](https://www.officeforstudents.org.uk/media/1406/ofs2018_01.pdf)

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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 course of study within GBS.
  
- 1.2. The Student Transfer Plan aims to advise and provide support to GBS students wishing to transfer either out of GBS to another UK higher education provider or to another course of study within GBS or to the same course offered at another GBS campus. This will also provide advice and guidance to students from other UK higher education providers who wish to transfer to a course of study offered by GBS at any of our campuses.

### **2. Scope**

- 2.1 This GBS Student Transfer Plan applies to:
  - GBS students who wish to transfer to another UK institution offering higher education courses of study.
  - Students wishing to transfer into GBS from another UK institution offering higher education courses of study.
  - GBS students who wish to transfer to another course of study offered by GBS at any of its campuses.
  
- 2.2 This Student Transfer Plan applies when GBS Student Protection Plan comes into operation due to one or more Significant Material Changes identified in the Student Protection Plan.
  
- 2.3 The Student Protection Plan must be read and fully understood by the Provost, the Deans, Programme Leaders, Student Success Tutors, Admissions staff, and GBS Senior Management Team.
  
- 2.4 Students on courses of study leading to an award by a GBS partner organisation must adhere to the partner organisation's Student Transfer Plan or equivalent. GBS will work closely with its partner organisation, as appropriate, to serve the best interests of students. Students from another UK higher education provider wishing to transfer to study at GBS on a course 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. Closure of Part or all of the School's Campus
- c. Withdrawal of Course 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 students<sup>1</sup> either outside of GBS or to another course and/or campus then the Academic Standards and Quality Director will set up a small task, oversee and manage the transfer

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<sup>1</sup> GBS partner organisations currently include Leeds Trinity University, University of Suffolk, Buckinghamshire New University, Leicester College, Canterbury Christ Church University Pearson and Bath Spa University.

of students. The team will consist of the Academic Standards and Quality Director, appropriate Programme Leader(s), Dean(s), Associate Dean and Student Success Tutors(s).<sup>2</sup>

## 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 course of study, in order to enable the student to complete their studies. This may include, but is not limited to:

- Course closure
- Institutional or campus closure
- Loss of Registration with the Office for Students and Course 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 course 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 to the course of study undertaken by the student at GBS. The appropriate member of staff from the Academic Registry department will provide advice and guidance to students with respect to interim awards.

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<sup>2</sup> 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.

## **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 course 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. This will be managed and progressed through the GBS Admissions Team together with the appropriate Dean and a member of staff from the Academic Registry department.
- (b) Admission of students onto an alternative taught course of study, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be managed and progressed by GBS Admissions Team working with the appropriate Dean(s). GBS will use its Recognition of Prior Learning Policy and Procedure.

7.2 In circumstances, where students wish to transfer from another UK higher education provider to a course offered by GBS at any of its campuses, GBS partner organisation/awarding body requirements must also be met, and any transfer approved by the appropriate GBS partner organisation/awarding body.

## **8. Student Transferring to another Course of Study within GBS**

8.1 If a student(s) wishes to transfer to another course within GBS or to the same or different course at another GBS campus, this will be dealt with by the student's Student Success Tutor. The Student Success Tutor will liaise with the appropriate Programme Leader and/or Dean(s) either at the same campus or the other campus the student wishes to transfer to.

8.2 If a student wishes to transfer to the same course at a different GBS campus, the Student Success Tutor will check that the same modules are being offered during the same semesters so that the transfer can be straightforward. If this is not the case, the Student Success Tutor will liaise with the appropriate Programme Leader and/or Dean to determine when the student could transfer given the module credits already achieved. Normally transfers can only be made at the start of a semester.

8.3 If a student wishes to transfer to a different course of study, the Student Success Tutor will liaise with the appropriate Programme Leader and/or Dean to ascertain the feasibility of the request. GBS Recognition of Prior Learning Policy and Procedure will be referred to and followed. Normally, a transfer can only be made at the start of a semester.

8.4 Any transfer of a GBS student to another course of study will, where appropriate, also need to meet any requirements and be approved by the appropriate GBS partner organisations/awarding body

## 9. Advice and Support

9.1 If a student(s) transfers out of GBS, into GBS or to another course of study within GBS, including to another campus, support will be provided by the Student Success Tutor and academic advice by the Programme Leader and/or Associate Dean. Advice and support will also be provided by the appropriate GBS partner organisation/awarding body.

## 10. Fees and Refunds

10.1 If a student transfers out of GBS to another higher education provider or if a GBS student transfers within GBS to another course where there is a tuition fee difference (lower tuition fee) the GBS Tuition Fee Refund Policy will be followed.

## 11. Monitoring and Review

11.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any revisions will be reported to the Academic Board for approval and noted by GBS Executive Board. Any issues related to the monitoring and review of this policy, please contact [asgo@globalbanking.ac.uk](mailto:asgo@globalbanking.ac.uk).

## 12. Data Protection and Confidentiality

12.1 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 under the Data Protection Act 2018 (DPA).



### 13. Alternative Format

13.1 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)