

## Student Transfer Plan

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### 1. Purpose

1.1 To set out 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 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.

1.3 To provide advice and guidance to students from other UK higher education provider who wish to transfer to a course of study offered by GBS at any of its four 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<sup>1</sup>

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 GBS Student Protection Plan must be read and fully understood by Programme Leaders, Programme Managers, Admissions staff and GBS' senior management team.

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<sup>1</sup> GBS campuses are Olympic Park, Bow Road, East London; Canary Wharf, Republic Building, East India, East London; Fazeley Road, Birmingham and Universal Building, Manchester.

2.4 Students on courses of study leading to an award by a GBS partner organisation<sup>2</sup> 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.

2.5 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. Background**

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. GBS Student Protection Plan**

4.1 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

If one or more of these significant material changes occur and concern transfer of GBS students<sup>3</sup> either outside of GBS or to another course and/or campus then the Academic and Quality Director will set up a small task and finish team to oversee and manage the transfer of students. The team will consist of the Academic and Quality Director, appropriate Programme Leader(s) and Programme Manager(s) and an Associate Dean.

### **5. Students Transferring out of GBS to another UK Institution**

5.1 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

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<sup>2</sup> GBS partner organisations currently include Leeds Trinity University, the University of Suffolk, Buckinghamshire New University, Leicester College and Pearson.

<sup>3</sup> This GBS Student Transfer Plan applies to students on the GBS Pearson HND Business programme. Students on programmes with other awarding bodies or Leicester College Pearson programmes are to use their respective partner institution Student Transfer Plan or equivalent.

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

5.2 The appropriate Programme Leader will work closely with the appropriate Programme Manager and a member of staff from the GBS Admissions team to support students with transferring out of GBS to another higher education provider.

5.3 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.

5.4 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 GBS Programme Manager will provide advice and guidance to students with respect to interim awards.

## **6. Students Transferring into GBS from another UK Institution**

6.1 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's Recognition of Prior Learning Policy. This will be managed and progressed through the GBS Admissions Team together with the appropriate Programme Leader(s) and Programme Manager(s).
- (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 the GBS Admissions Team working with the appropriate Programme Leader(s). GBS will use its Recognition of Prior Learning Policy and Procedure.

6.2 In circumstances, where students wish to transfer from another UK higher education provider to a course offered by GBS at any of its campuses, the GBS partner organisation/awarding body requirements must also be met and any transfer approved by the appropriate GBS partner organisation/awarding body (see Footnote 2).

## **7. Students Transferring to another Course of Study within GBS**

7.1 If a student(s) wishes to transfer to another course within GBS or to the same or different course at another of GBS's campuses, this will be dealt with by the student's current Programme Manager. The Programme Manager will liaise with the appropriate Programme Leader(s) either at the same campus or the other campus the student wishes to transfer to.

7.2 If a student wishes to transfer to the same course at a different GBS campus, the Programme Manager 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 Programme Manager will liaise with the appropriate Programme Leader 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.

7.3 If a student wishes to transfer to a different course of study, the Programme Manager will liaise with the appropriate Programme Leader to ascertain the feasibility of the request. The 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.

7.4 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 (see Footnote 2).

## **8. Advice and Support**

8.1 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 Programme Manager and academic advice by the Programme Leader or Associate Dean. Advice and support will also be provided by the appropriate GBS partner organisation/awarding body (see Footnote 2).

## **9. Fees and Refunds**

9.1 If students transfer out of GBS and 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.

## **10. Related GBS Policies**

GBS Student Protection Plan  
GBS Tuition Fee Refund Policy  
GBS Complaints Policy and Procedure  
GBS Recognition of Prior Learning Policy and Procedure