





<b>Document title</b>	GBS Student Disciplinary Policy and Procedure
<b>Version</b>	V5.3





## **Global Banking School Student Disciplinary Policy and Procedure**

### **1. Purpose**

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. However, in some circumstances the student disciplinary policy and procedure may be invoked and therefore the purpose of this policy

#### **4. Examples of Breaches of Student Code of Conduct**

##### 4.1 GBS regards the following as examples of Misconduct:

Continued non-submission of coursework

Cheating or plagiarism in academic coursework

Threats to health and safety, such as misusing fire extinguishers and fire alarms

Smoking on GBS premises

Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of GBS or the duties or activities of any student, visitor, or member of staff of GBS

Breach of the provisions of any of GBS's policies including the Equality and Diversity Policy, Safeguarding Policy and the Anti-Harassment and Anti-Bullying Policy

Failure to disclose personal details to a member of staff of GBS or keep details up to date in circumstances in which it is reasonable to request the information or where funding or fees may be affected

Failure to respect the rights of others to freedom of belief and freedom of speech

Failing to respond to a reasonable instruction relating to discipline, issued with the authority of a senior member of staff at GBS

Persistent use of mobile phones in any way (including videos) in learning areas

Use of e-cigarettes

##### 4.2 GBS regards the following as examples of Gross Misconduct:

Any conduct that constitutes a criminal offence

Action likely to cause injury or impair safety on GBS premises, including organised transport to and from GBS, such as violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language

Possession of or use of weapons

Antisocial behaviour, including sexual, racial or any other bullying or harassment of any learner or member of staff of GBS, or any visitor to GBS including making malicious and unfounded accusations against another individual



5.3 In the event of an investigation of an allegation of gross misconduct, GBS may suspend you until the disciplinary hearing where GBS believes that this is necessary. Suspension of this kind does not imply that a decision has already been made about the allegations.

## **6. Disciplinary Procedures: Stages 1,2 and 3 (Misconduct)**

6.1 Where upon completion of an investigation or if no investigation is appropriate, there are reasonable grounds to believe that a student has committed an act of misconduct, the student will be invited to attend a meeting.

6.2 Stage 1: This stage is used to address minor breaches of the Student Code of Conduct. GBS shall be entitled to issue the student with either a verbal or written warning as appropriate. This stage is conducted by the Programme Leader or a nominated member of staff.

6.3 Stage 2: This stage is used to address more serious breaches of the Student Code





Is unavailable at the time of the meeting, where the original meeting date has already been rearranged once due to the companion's non availability.

8.2 At any disciplinary hearing, the student's companion may address the panel and respond on the student's behalf to any views expressed. However, the meeting is essentially a meeting between the student and GBS and any questions put directly to the student should be answered by the student and not the student's companion, unless the student request his or her companion to reply on their behalf.

## **9. The Disciplinary Hearing**

9.1 A disciplinary hearing will normally be arranged and conducted by the Dean of Students or a nominated member of staff. Any member of GBS staff responsible for the investigation of the disciplinary offence(s) shall not be a member of the panel, although such staff may present any information or material to the disciplinary hearing.

9.2 The disciplinary panel will aim to meet within 10 working term-time days of the suspension/referral. The disciplinary panel will comprise senior staff, which may include the Associate Dean, Provost, or nominee. The following procedure will be followed:

The disciplinary panel will be chaired by the Dean of Students or by a nominated member of senior staff.

The student will be invited to arrive 30 minutes prior to the start of the hearing for a briefing.

GBS will give the student advance notice if the student intends to call



**11. Appeal again.000qcedure**





representative.

Advise the student that if they fail to attend, the Hearing will proceed in their absence.

1.6. The Disciplinary Panel will consider all the evidence presented with a view to deciding whether the allegation is substantiated. The panel will discuss the evidence in private and decide whether the case is substantiated immediately or as soon as possible after the hearing.

1.7. In the event of the case being substantiated, the Disciplinary Panel will impose a verdict. Among the penalties that the Disciplinary Panel may impose are:

There has not been a breach of GBS Student Code of Conduct, and the student will be allowed to return to their studies immediately.

The student has breached GBS Student Code of Conduct and will be issued with a written warning with conditions.

The student has breached GBS Student Code of Conduct and will be issued with a final written warning with conditions and may be given an extended suspension with or without conditions.

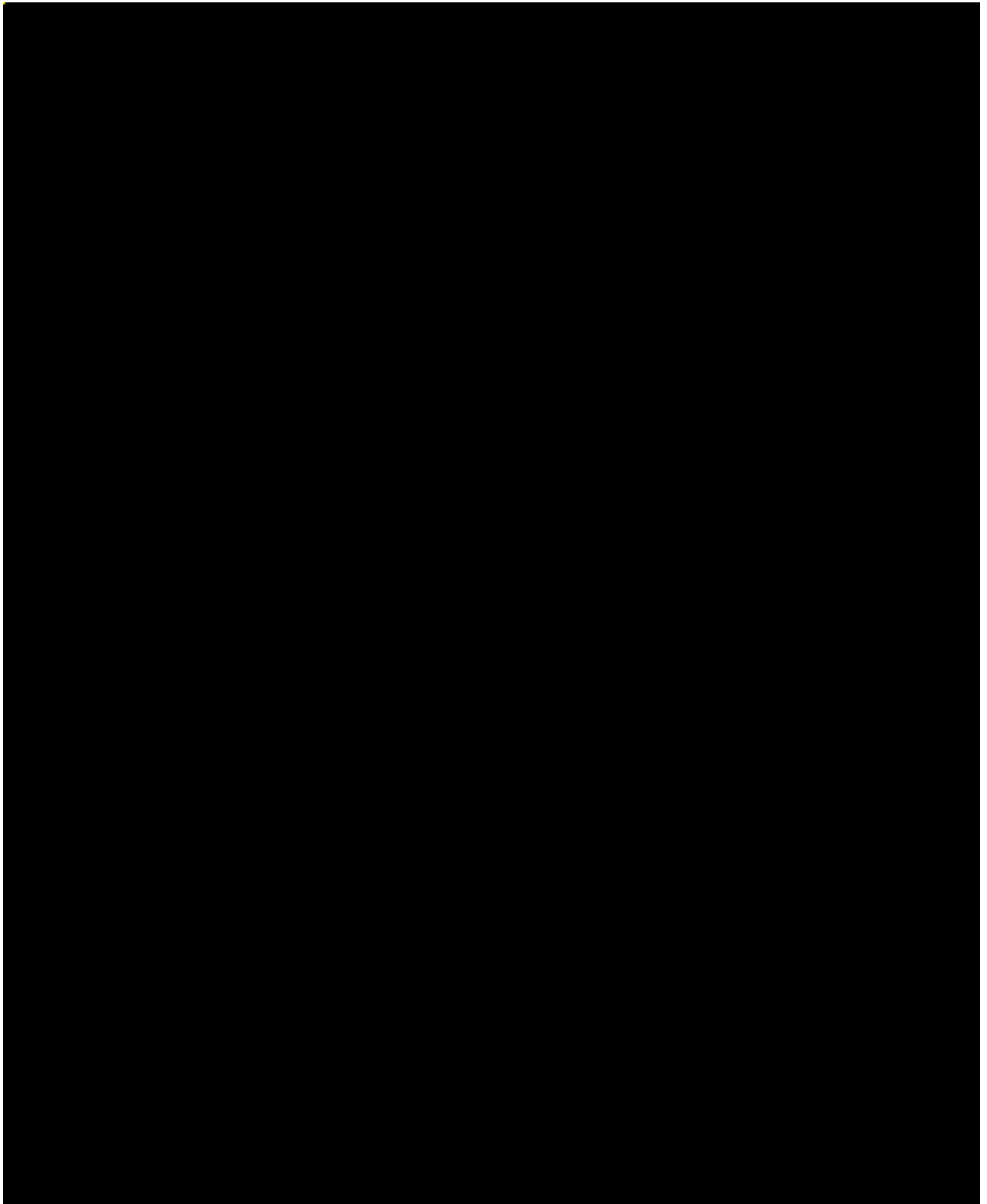
The student has breached GBS Student Code of Conduct and will be permanently excluded from GBS.

1.8. Following the meeting, the Dean of Students will send the formal outcome of the meeting within 10 working days and inform the Registry Department to update the student record system.

1.9. Any decision which results in the suspension or exclusion of a student shall be reported to the GBS Board of Directors.

1.10. The student has the right to Appeal Against the Outcome of a Disciplinary Panel Hearing using the Appeals form within 10 working days of receiving the Student Disciplinary Outcome Letter.

**Annex 2- GBS Student Formal Disciplinary Procedure Flow Chart**









*Please give further details on your grounds for your appeal and provide a summary of any evidence you can give in support of your appeal.*

*Please indicate type form.*

**STUDENT DECLARATION**

*Data Protection Act 2018- By signing this form you are also agreeing to the following: Global Banking School will process the information provided by you and your personal data for the purposes of investigating and resolving your appeal and monitoring and evaluating the effectiveness of the student disciplinary procedure. If you do not give your consent by signing this form, Global Banking School will not be able to progress your appeal.*

***Please ensure that you complete each section of this form. When completed please sign and date, then submit to your Programme Leader at Global Banking School.***

*I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief. I agree that my appeal may be disclosed to relevant members of Global Banking School to the extent necessary for its consideration.*

*I authorise the reviewer(s) of this complaint to consider this form and any relevant information held by GBS to the extent necessary for the consideration of my appeal.*

**FOR OFFICE USE ONLY**

<b>Has the form been completed fully:</b>	<b>YES/NO</b>
<b>Has evidence been attached:</b>	<b>YES/NO</b>