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#### Related GBS policies

GBS Student Charter

GBS Student Complaints Policy and Procedure

GBS Good Academic Practice and Academic Conduct Policy

GBS Academic Appeals Policy

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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 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.







- (i) Use technology and access the internet responsibly, avoid risks to safety

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 [s](#) [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 [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

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

- 12.1 Any individual student or group of students found to be responsible, through any 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.





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

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 the Academic Standards and Quality Office at [asgo@globalbanking.ac.uk](mailto:asgo@globalbanking.ac.uk).





