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GBS Support to Study Policy and Procedure

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Document title

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Contents

1. Purpose and Scope.....	4
2. Definition of Support to Study.....	5
3. Aims of the Support to Study Policy and Procedure	5
4. Use of the Support to Study Policy and Procedure	5
5. Key Responsibilities	6
6. Procedures: Level 1 Initial Concerns and Level 2 Continuing or and/or Serious Concerns .	6
7. Case Review Meeting	11
8. Suspension from Studies	12
9. Termination	12
10. Return to Study	12
11. Students on Work Placement.....	14
12. Appeals	14
13. Overseas Students.....	15
14. Student Finance and Suspension or Termination	15
15. Monitoring and Review.....	16
16. Data Protection and Confidentiality	16
17. Alternative Format	17



Global Banking School Support to Study Policy and Procedure

1. Purpose and Scope¹

1.1. This Support to Study Policy and Procedure is intended to address concerns that a

a return to study and whose enrolment has previously been interrupted or suspended under this policy and its associated procedures.

2. Definition of Support to Study

2.1 GBS defines Support to Study as the ability to participate appropriately as a student and as a member of the school in its widest sense. GBS expects its students to be able to live and work with others, and to conduct themselves in ways which do not have an adverse impact on other members of the school and its local community.

3. Aims of the Support to Study Policy and Procedure

3.1 The aims of GBS' Support to Study Policy and Procedure are to ensure that students:
Benefit from their programme of study and pursue it throughout their period of enrolment to ensure that they have a learning experience to enable them to successfully obtain the award for which they are registered.

Do not in any way prevent, hinder, or disrupt the learning experience and assessment of other students, staff in their discharge of their duties or academic pursuits, or visitors to the School from carrying out their required business.

4. Use of the Support to Study Policy and Procedure

4.1 This policy should be used in circumstances where a student's Support to Study gives cause for concern and other procedures (for example, meetings with the appropriate Dean or Head of Welfare) are not considered appropriate at that time or have already been exhausted. Examples of such situations include (but are not limited to) those in which:

There is evidence of significant non-engagement by the student with his/her studies, which have not been satisfactorily addressed through other interventions and processes.

A student's support needs are beyond the type or level of support which the GBS can reasonably be expected to provide (including, but not limited to, the student's health, wellbeing, and financial needs).

A student is perceived to pose a risk to his or her own or others' (students and/or staff) health, safety, or wellbeing.

A student's behaviour is adversely affecting the teaching, learning and/or interaction of simply being with other students.

4.2 When implementing the Support to Study Policy and Procedure, GBS will bear in mind the sensitive and confidential nature of Support to Study matters and its obligations under the Data Protection Act 2018 and the Equality Act 2010. GBS will also adhere to the principles stated in its Equality and Diversity Policy.²

5. Key Responsibilities

5.1 GBS has responsibilities in relation to the health, safety, and wellbeing of all members of its learning community, including students, staff, and visitors.

5.2 The Provost is responsible for the overall management and implementation of this Support to Study Policy and Procedure and the accompanying procedures. All members of staff are responsible for acting within the framework of this policy and the accompanying procedures where there are concerns where a student self-refers to a member of staff because of a significant concern.

5.3 Students are responsible for informing GBS about any changes to their ability to study or otherwise to engage safely and appropriately with others as a member of the GBS' community of learners. GBS recognises that there may be times when a student is unable to do this. Inability or refusal to do so may result in a student's study being suspended, in accordance with this policy, until such time as the student is able or prepared to re-engage appropriately with GBS as a student.

6. Procedures: Level 1 Initial Concerns and Level 2 Continuing or and/or Serious Concerns

6.1 Overview

6.1.1 The procedures set out below comprises two distinct levels (Level 1 and Level 2). It also includes provisions for temporary suspension in situations that require immediate action and a process for appeal against decisions.

² GBS Equality and Diversity Policy is available on its website and the VLE for students.

Welfare will arrange a meeting with the student, giving at least three working days' notice to:

Explain the concern

Discuss its perceived impact/implications and the student's perception of the matter

Allow the student opportunity to respond to the concern

Identify any related support needs the student may have

6.2.3 This is designed to allow the Dean and the Head of Welfare to reach an informed decision on the matter.

6.2.4 The Dean or the Head of Welfare may, where deemed appropriate, consult relevant staff from GBS (for example, Associate Dean, Programme/Cohort/Level Leaders, Student Success Tutors) to consider whether their attendance at the meeting with the student is appropriate, and must notify the student of attendance by other members of staff in advance of the meeting.

6.2.5 The Dean and the Head of Welfare should remind the student the e[the H)1.7(i)farhe7n the c

- (c) A recommendation to the student that he or she take a period of voluntary absence from study and/or from the relevant area of activity as

the continuing or serious concerns raised by the behaviour of the student and provide an initial assessment of the risk posed to other students and members of staff at GBS.

7.2 The case review meeting is an information gathering arena and not one for making any decisions or actions to be taken concerning the student. Only after the meeting with the student should the Provost or nominee make any decisions. The student should be informed at the meeting that a case review meeting had taken place.

8. Suspension from Studies

8.1 In the event that the Provost or nominee decides that the student should be subject to a formal suspension from study and/or exclusion from certain GBS facilities and/or activities for a specific period of time, the proposed suspension must be referred to the Provost for approval.

8.2 When the student is informed of the suspension decision, he or she will also be provided with details of any conditions associated with eligibility to return to study or for readmission to the facilities/activities from which the student is being excluded.

8.3 The Provost or nominee will liaise with the Dean and the Head of Welfare to ensure that a plan to support the student's return to study is devised and implemented.

8.4 The student has the right to appeal against a Level 2 outcome decision.

9. Termination

9.1 In the event that the Provost or nominee decides that the student's studies should be terminated, the proposed termination must be referred to the Provost for consideration and approval.

9.2 In the event that the decision to terminate the student's studies is approved, the

9.2

- 10.1 A written request to return to study must be made by the student to the Provost and Dean.
- 10.2 The process by which the outcome of a return to study request will be determined may vary according to the circumstances of the matter and the interests of fairness. The decision will be at the discretion of the Provost. Each student's case will vary depending upon the context and specific circumstances. In each case, however, a return to study by a student will be dependent upon the student satisfying the Provost that he or she is fit to study and that he or she has complied with any conditions placed upon his or her return.
- 10.3 Normally the student will be invited to meet with the Provost to consider the request to return to study. The Provost may require the student to produce satisfactory medical and/or other evidence of his or her Support to Study (for example, a psychiatrist's report or a GP's letter) from recognised professionals who have sufficient knowledge of the student, the demands of higher education, and the demands of the student's intended programme of study in order to give an informed opinion.
- 10.4 The Provost will determine whether or not to permit the student to return to study. In reaching a decision, the Provost may consult with relevant members of staff and/or external professionals, as appropriate. The Provost may impose conditions upon any return to study (for example, relating to the student's conduct, any support the student should seek and/or his or her academic progress). The Provost in consultation with the Dean and the Head of Welfare, will consider any support and/or reasonable adjustments which should be put in place for the student in connection with his or her return to study and will be responsible for ensuring that any support and reasonable adjustments identified are provided or made.
- 10.5 The decision of the Provost will be notified to the student in writing, with reasons, within a maximum of ten working days of the student's written request to return to study. If the request is turned down, the letter will include reasons for the decision and information on the process of making a further request for a return to study.
- 10.6 The decision of the Provost is final.

10.7 GBS will work collaboratively with the student in respect of any support arrangements to be put in place for a return to study. Before or on his or her return, the student will be invited to attend a return to study meeting with their Programme Leader and Student Success Tutor. At the return to study meeting, an action plan will be drawn up to support the student's successful transition back to study. The action plan will detail any conditions imposed and any support identified by the Provost in respect of the student's return. The action plan will include a timetable for any review meetings which have been deemed necessary to assist the student's successful return to study.

10.8 If conditions are attached to the student's return to study, failure to comply will lead to further Support to Study procedures under Level 2. The student will be sent a summary of the return to study meeting and a copy of the action plan, normally within five working days of the meeting.

11. Students on Work Placement

11.1 Where concerns are raised about a student's Support to Study while they are on work placement, GBS will discuss the concerns with the student and the employer. If necessary, GBS will discuss the concerns with the student and the employer. If necessary, GBS will discuss the concerns with the student and the employer.

14.2 GBS will inform the Student Loans Company of a student's suspension or withdrawal from their programme of studies.

14.3 If the student is suspended or withdrawn from their studies, they shall be referred to the Provost or Dean. Students who are required to or choose to suspend their studies need to be advised on the implications, including their liability to pay the tuition fees and the impact on their funding from the Student Loans Company.

15. Monitoring and Review

16.5 International students should be aware that GBS is required to report any interruptions to study or withdrawal to UK Visas and Immigration.

17. Alternative Format

17.1 This policy can be provided in alternative formats (including large print, audio and