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GBS Recruitment and Admissions Policy and Procedure

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3. Purpose

3.1 The purpose of this policy is to provide enquirers, applicants and advisors on recruitment, selection, and admissions at GBS. It is the policy standard for all staff who are engaged in or associated with recruitment, selection, and admissions throughout GBS.

4. Scope

4.1 This policy covers applications for places on our undergraduate, postgraduate, and continuing professional development programmes leading to the award of a degree, diploma, or certificate. Study modes available for each individual programme will be detailed in each programme description.

4.2 Recruitment, selection and admission policies, practices and procedures for programmes validated/franchised by an awarding body are the responsibility of the relevant awarding body and are not covered by this policy.

5. Responsibilities for Recruitment, Admissions and Widening Participation Activities

5.1 GBS is committed to providing a professional recruitment and admissions service to all our applicants. Recruitment and admissions activities are carried out in partnership between different departments within GBS, in accordance with this Policy. As such, responsibility for different aspects of recruitment and admissions are shared amongst the Admissions Team, Business Development Team, the Customer Relation Team, and the Student Referral Team.

5.2 The Admissions Team (AT) responsibilities include:

Academic decisions and making offers to individual applicants, recording justifications for decisions and providing feedback as appropriate.

Ensuring admissions procedures are fair, consistently applied and compliant with GBS and our partner admissions policy.

Inducting new staff into recruitment and admissions roles, providing appropriate instruction and support.

Providing information on international qualification equivalencies ensuring fairness





5.6



activities are informed by a commitment to the provision of unbiased counselling and support for applicants to allow them to make well-informed and correct decisions about studying at GBS.

9.1.2 Information provision is guided by the following principles:

- i. *Accuracy*: GBS is committed to providing precise and meticulous need to know information on the nature of the programmes, their structure, duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment and admissions staff working within the BDT, the CRT and the AT teams to ensure that information remains current and is accurate at point of enrolment.

- ii. *Transparency*: Information about the programmes and the student experience more broadly is communicated through multiple channels including websites, programme prospectuses, programme brochures, digital communications, open days, post-application visits days and through correspondence with front-line recruitment and admission staff. To ensure transparency and consistency, GBS maintains individual programme information profiles



students at the earliest opportunity. In such circumstances, applicants will be given the option to transfer to an alternative programme or to withdraw their application.

9.2 Commitment to Professional Standards in Recruitment

9.2.1 GBS



occasional familiarisation visits to GBS. The Business Development Team and the International Students Recruitment Team host trainings and familiarisation conferences at GBS on a regular basis.

10. Admissions Requirements/Entry Qualifications

10.1 GBS welcomes applications from students achieving excellence in a wide range of qualifications. The admissions staff for each programme are responsible for determining the qualifications and/or subjects that are appropriate for admission. Strategic oversight of qualifications and UK equivalency is undertaken by the Admissions Team. This group has responsibility for UK, EU, and international academic qualifications for entry to undergraduate and postgraduate taught programmes.

10.2 The general minimum institutional entry requirements are:

Applicants for all programmes which require such qualification must normally demonstrate a broad general education including, acceptable levels of literacy and numeracy, equivalent to Level 3 at least or proven work experience. Also, the level of English must be at least CEFR B1 (for programmes where a Foundation year is available) or CEFR B2, as shown in Appendix 1.

Applicants for taught postgraduate programmes must normally possess or expect a relevant undergraduate degree at a minimum level of 2.2 (Lower second class) Honours.

10.3 Individual programme entry requirements may be either higher or lower than these, and the detail will be provided in the programme specifications. Each programme and its named awards will have a specified set of admissions requirements, consistent with the and have regard to the legitimate interest of prospective students.

10.4 Applications are primarily considered against the published entry criteria for the programme (or their international equivalent) to which an applicant has applied.

10.5 Staff responsible for admissions may also consider a range of criteria to assess an application, including prior experience, abilities, aptitudes, skills, and motivations.

10.6 Post entry, students may transfer from one programme to another provided a place is available and they meet the admissions criteria for the programme in question, under the



programme Leader/Associate Dean discretion and Student Finance approval.

10.7UK Applicants- The School is underpinned by our collaborative partners, use Ofqual to frame entry requirements and equivalencies between qualifications.

10.8EU Applicants-The School is underpinned by our collaborative partners, use Ecctis to frame entry requirements and equivalencies between qualifications.

10.9International Applicants

10.9.1 Any applicant who requires a visa in order to reside and study in the UK must declare this requirement and provide a copy of the visa on request. More information can be found at online on UK Visas and Immigration guidance: <https://www.gov.uk/government/publications/points-based-system-student-route>.



for the purposes of programme admission, will be considered in fulfilment of the validated admissions criteria and also checked on Ecctis

10.10 Applicants with Specific Learning Difficulties, Disabilities and Long-term Health Conditions

10.10.1 GBS welcomes all disabled applicants, those with Specific Learning Difficulties (such as dyslexia, dyspraxia, and ADHD) and those with long-standing medical conditions. There is no requirement to disclose learning difficulties, disabilities, or long-term health conditions as part of an application. However, applicants are invited to inform GBS of their individual requirements at the application stage to allow adequate time for reasonable adjustments to be made, and the required support in place at the point of commencing studies.

10.10.2 Once the applicant has disclosed their condition, some sort of medical support will be provided to the full. GBS welcomes applications from people with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and their subsequent study.



police check in their home country. Applicants will be advised if these or any other conditions apply in the recruitment information relating to the programme.

10.11.3 Further information about programme content and programme related requirements, including the need for undertaking a criminal records check are available on each webpage. Where a criminal records check is not a mandatory requirement, applicants are required to declare any relevant unspent convictions after an offer has been accepted (and on a continuing basis). However, it is important to reinforce that disclosing a criminal conviction is not a requirement when applying to study at GBS (unless it applies, as disclosed in paragraph 9.11.2), and applicants will only ever be assessed on their academic suitability.

10.11.4 The exception includes applicants who require UK Student Visa route sponsorship to study in the UK, as this information is a mandatory part of the CAS application process.

10.11.5 Applicants with convictions currently on license, are expected to notify GBS of any license conditions which may prevent full engagement. Where possible, GBS will make reasonable adjustments to facilitate inclusion and provide fair conditions to the applicant.

10.11.6 Please note, each of our partner universities has a different stand on declaring criminal convictions and therefore it is the responsibility of the applicant to check the Admissions Policy of each respective partner. Please see links below:

Leeds Trinity University: <https://www.leedstrinity.ac.uk/media/site-assets/documents/key-documents/pdfs/admissions-policy.pdf>

Bath Spa University:

<https://www.bathspa.ac.uk/media/bathspaacuk/aboutus/policies/academic-andstudent/Bath-Spa-University-Admissions-Policy---December-2017.pdf>

University of Suffolk: <https://www.uos.ac.uk/sites/default/files/Admissions-Policy.pdf>

Canterbury Christ Church University: <https://www.canterbury.ac.uk/about-us/policies-and-procedures>





applications or adjust our standard admissions requirements. The admissions staff will contact applicants directly where additional information is required.

12. Unsuccessful Applications- Rejection Process

12.1 In cases where an applicant is not offered a place on the programme for which they have



no work experience (where required).

programme full where application is received after deadline for undergraduate programmes.

12.5.2 **Confirmation:** At confirmation, applications are reviewed and may be accepted where the conditions have been narrowly missed. Applications are likely to be rejected if the programme has recruited sufficient qualified students or the requirements have been missed by one single grade or more.

12.5.3 Applicants will be informed, when applicable and upon request, of the reason for the rejection. If there is an alternative programme which the applicants are qualified for then they will be either asked if they wish to be considered or made an alternative offer.

13. Deferral Process

13.1 The Deferral Process is within remit of our collaborative these allow applicants to defer their application to the following intake prior to enrolment.

13.2 The applicant must send an email to confirm their intention to defer and provide a reason or supporting evidence for that. Once the email is received and the deferral is confirmed, programme entry criteria, the applicant wishing to reapply may be required to re-sit WA and/or re-take interview for the next intake.

14. Cancellation Process

14.1 Applicants willing to cancel their application:

The applicant must send an email to confirm their intention to cancel and provide a reason or supporting evidence for that.

The application remains on Zoho, however the applicant should not be contacted again, unless they have a willing to reapply.

14.2 **Applications cancelled by the Admissions Team:** The Admissions team has the right to cancel any application where the applicant or any person acting on their behalf has provided false information, omitted relevant information, made any misrepresentation,



provided forged or counterfeit documents, got caught cheating and/or acted in an inappropriate or rude way at any moment of the process.

The application remains on Zoho, but applicant should not be contacted anymore, and they will not be allowed to apply for any programme at GBS.

Applications found to have any sort of proxy with any member of staff, personal or professional, will be immediately cancelled, and applicants will not be allowed to apply for any programme at GBS.

15. Change of Programme

15.1 Any applicant who wishes to change their programme may do so in accordance with GBS availability. The applicant must email admissions@globalbanking.ac.uk requesting the



18.1 GBS will endeavour to remain open and functioning as normal to the best of its ability. In certain circumstances, GBS may be forced to close some or part of or all of its buildings or campuses and/or to interrupt or suspend the delivery of some or all of its services and programmes. In circumstances where such closure or disruption is due to unforeseen events or those outside of GBS control such as events which pose a threat to public or national health or safety, acts or threats of terrorism or war, extreme weather events, natural disasters, large scale public disturbances and mass action, GBS cannot be held legally responsible or contractually liable to its staff and students for any resulting consequences.

18.2 GBS will take all reasonable steps necessary to minimise the disruption to its staff and students. However, given that the safety of our staff and students will always be our primary concern, this may not always be possible.

19. Appeal Process

19.1 In case additional relevant information can be provided by a prospective student in support of their application, which was unavailable when the application was originally submitted, GBS will take this into consideration and may reconsider the application. In case of the final admission decision having been made by one of the awarding bodies, an





21.8.1 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 programme 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



21.10.3 If a student wishes to transfer to a different programme of study, the Senior Student Success Tutor(s) will liaise with the appropriate Programme Leader(s) 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.

21.10.4 Any transfer to another programme of study will, where appropriate, will need to meet any requirements and be approved by the appropriate GBS partner organisations/awarding body.

21.11 Advice and Support

21.11.1 If a student transfers out of GBS, into GBS or to another programme of study within GBS, including to another campus, support will be provided by the Student Success Tutor(s) 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.

21.12 Fees and Refunds

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

22. Stages of the Admissions Process

22.1 Stage 1- Pre-enrolment

22.1.1 Students seeking admission to the GBS must be at least 18 years old or meet entry requirement for under 21 years of age on Foundation programmes.
Students



22.1.9 Once the applicant has completed their WA, either an Admissions Officer or a Senior Admission Officer should review and inform them of the next steps in the process. All the information should be properly uploaded and updated on Zoho, and the Admissions Checklist verified and ticked where appropriate. Student applications will be assessed prior to admission using the selection criteria for the chosen programme.

22.2 Stage 2- GBS Application Approval

22.2.1

Admissions Officer after which the relevant status is updated on Zoho. An

double-checking the Admissions Checklist.

22.3 Stage 3-Application to Partner University

22.3.1 Authorised Admissions Managers must update our partner university with the



provided all the documents and the file is complete, although at very busy times this may take longer.

23. Monitoring and Review

23.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact asqo@globalbanking.ac.uk.

24. Data Protection and Confidentiality

24.1 GBS

[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).

24.2 All GBS staff and students should be clearly informed about the limits of confidentiality.



24.4 GBS use of Applicant Data

24.4.1 GBS needs to collect, maintain, and use personal data relating to its applicants to allow us to process applications for study, register students, to administer programmes and to provide facilities for students. Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support.

24.4.2 GBS needs to collect and process more sensitive personal data (special category personal data, for example, data concerning your racial/ethnic origins, health and wellbeing and sexuality) to undertake equal opportunity monitoring and provide access to some programmes and support for students where appropriate. We are also legally required to collect and process data on past criminal convictions for access to some programmes. This data will only be shared between staff who have a legitimate need to see it.

24.4.3 We will not share your data with third parties unless we have an appropriate consent from you, and where we are under a statutory or regulatory obligation to do so (such as with the UKVI, OFS, HESA, the Student Loans Company Ltd, the Skills Funding Agency, local authorities, or police) or are otherwise permitted to do so under the General Data Protection Regulation and Data Protection Act 2018.

24.4.4 Anonymised and aggregated applicant data are analysed by GBS, for purposes including institutional and statutory monitoring, market research, planning, and teaching and learning, in order to ensure that our processes are fair and effective, and our programmes best reflect applicant need.

25. Alternative Format

25.1 This policy can be provided in alternative formats upon request. For more information, please contact the Data Protection Officer at 0151 775 5841 or dataprotection@gbshighereducation.ac.uk.



APPENDIX 2: Our Values

Our vision is to be the leading provider of business education in the region, offering world-class education and research, and creating a positive impact on society.



