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Related GBS policies

- f* GBS Student Charter
- f* GBS Student Code of Conduct
- f* GBS Student Complaints Pt

Contents

| | |
|---|----|
| 1. Policy Statement | 4 |
| 2. Information for applicants | 4 |
| 3. Education advisors/agents | 5 |
| 4. Criteria for admission | 5 |
| 5. How to apply | 5 |
| 6. Criminal convictions | 5 |
| 7. Applications from minors | 6 |
| 8. Applicants with a disability and/or additional support needs | 6 |
| 9. Decision making and Offers | 6 |
| 10. Recognition of Prior Learning | 7 |
| 11. Registration and enrolment | 7 |
| 12. Appeals against admission decisions | 7 |
| 13. Complaints against the admissions service | 8 |
| 14. Fraud and plagiarism | 8 |
| 15. Data protection | 8 |
| 16. Monitoring and Review | 9 |
| 17. Data Protection and Confidentiality | 9 |
| 18. Alternative Format | 9 |
| Appendix 1.0 - Benchmark documents for best practice in admissions within Higher Education admissions | 10 |
| Appendix 1.1 - Higher Education and Research Act 2017 | 10 |
| Appendix 1.2 - Legislation | 10 |
| Appendix 1.3 - Responsibility for admission by Partner | 11 |
| Appendix 1.4 - General Data Protection Regulations (GDPR) | 12 |
| Appendix 1.5 - English Language Entry Requirements | 12 |
| Appendix 1.6 - Detailed entry requirements by programme | 13 |

GBS Admissions Policy

1. Policy

provide decisions within 2 working days in the case of programmes for which GBS makes direct offers. For some programmes, as shown in the Appendix 1.3, where GBS

of UK Admissions to admissions@globalbanking.ac.uk stating the basis of the appeal and providing the relevant documentary evidence, in no more than 10 working days. GBS will aim to respond to appeals within 5 working days although it may take up to 15 days.

13. Complaints against the admissions service

- 13.1. This procedure should be used when an applicant dissatisfied with the service they have received from the GBS with regard to an application.
- 13.2. The complaints handling procedure cannot be used as a means to change an admissions decision. However, if in the course of investigating a complaint the investigator believes there may be evidence procedural irregularity or evidence of any action of decision which is not consistent with the GBS Admissions Policy, GBS will take this into consideration and may reconsider the application.
- 13.3. For complaints made to GBS, the applicant must send GBS an email addressed to The Head of UK Admissions to admissions@globalbanking.ac.uk stating the basis of the complaint and providing the relevant documentary evidence, in no more than 10 working days. GBS will aim to respond to appeals within 5 working days although it may take up to 15 days.

14. Fraud and plagiarism

- 14.1. GBS will not admit applicants on the strength of information considered to be either fraudulent or plagiarised. GBS reserves the right to reject or cancel an application under these circumstances, or to make a recommendation to a validating body that they should. GBS may terminate a student's registration if they are found at a later stage to have submitted a fraudulent or plagiarised application to the University.

15. Data protection

- 15.1. Access to any personal information given to GBS when making an application or enrolling and studying with us will be treated in confidence, in line with the Data Protection Act 2018. Access to and use of personal information is limited in any specific circumstance to only those staff and administrators who need that access to manage and respond to applications, enrolment, studies and related processes and use of GBS services. Upon submission of an enquiry to study with us, applicants agree to the use of their data in line with GBS' Privacy Policy.

15.2. In certain circumstances GBS may need to share your data with a third-party external organisation to reach a decision on or progress your application. In such circumstances we are committed to protecting your data in accordance with all relevant data protection legislation.

16. Monitoring and Review

16.1. This policy may be amended by GBS at any time. Any issues related to the monitoring and review of this guide please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

17. Data Protection and Confidentiality

17.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of your personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

17.2. All documentation relating to admission 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 asqo@globalbanking.ac.uk.

Appendix 1.0 - Benchmark documents for best practice in admissions within Higher Education admissions

- x UK Quality Code for HE: Admissions, Recruitment and Widening Access <https://www.qaa.ac.uk/the-quality-code#>
- x The Schwartz Fair Admissions Review <https://www.semanticscholar.org/paper/Fair-admissions-to-higher-education-%3A-for-good-Schwartz/2f357bf77bd52995ba5a34cd51420ef372ef0475>
- x UUK & Guild HE Fair Admissions Code of Practice <https://guildhe.ac.uk/admissions/admissions-code-of-practice/>

Appendix 1.1 -

Appendix 1.3 - Responsibility for admission by Partner

| Partner | Recruitment | Admissions |
|---------|-------------|------------|
|---------|-------------|------------|

Pearson

GBS is responsible

Appendix 1.4 - General Data Protection Regulations (GDPR)

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Appendix 1.5 - English Language Entry Requirements

GBS, in agreement with its partners, accepts applicants who are assessed at CEFR B1 or B2 levels of English, depending on each programme's entry requirement. We assess the applicants' English levels up to standards established through a reflective essay, interview and agreed English language tests. sis.

Appendix 1. 6 Detailed entry requirements by programme

| Programme | Awarding Body | English Language Requirements | Admissions Interview | Reflective Essay (word count) | Under 21s Entry Criteria | Work Experience |
|--|---------------|---|----------------------|-------------------------------|---|-----------------|
| BA (Hons) Business and Enterprise with Foundation Year | LTU | B1 or UK GCSE at grade: 4/C | Yes | 500 | A minimum of 48 UCAS tariff points from at least 1 full A level; or, accepted equivalent qualification or 60 Credit Ofqual qualification at Level 3 | N/A |
| BSc (Hons) Health and Social Care with Foundation Year | LTU | B1 or UK GCSE at grade: 4/C | Yes | 500 | A minimum of 48 UCAS tariff points from at least 1 full A level; or, accepted equivalent qualification or 60 Credit Ofqual qualification at Level 3 | N/A |
| MA International Business | LTU | B2 or UK GCSE at grade: 4/C or Previous UK Degree or SELT English test (Were an international Degree is provided) | Yes | 350 and, Personal Statement | UK degree or equivalent with a minimum 2:2 | N/A |

| Programme | Awarding Body | English Language Requirements | Admissions Interview | Reflective Essay (word count) | Under 21s Entry Criteria | Work Experience |
|--|---------------|-------------------------------|----------------------|-------------------------------|---|---------------------------------|
| BSc (Hons) Health, Wellbeing and Social Care (Level 6 Direct Entry) | OBU | B2 or UK GCSE at grade: 4/C | Yes | N/A | Level 4 qualification (this is only available for our internal HND students) | N/A |
| BA (Hons) Global Business (Business Management) with Foundation Year | UoS | B1 or UK GCSE at grade: 4/C | Yes | 350 | A minimum of 80 UCAS tariff points (or above) or 60 Credit Ofqual qualification at Level 3. | N/A |
| BSc (Hons) Construction Management with Foundation Year | BSU | B1 or UK GCSE at grade: 4/C | Yes | 350 | A minimum of 80 UCAS tariff points (or above) or 60 Credit Ofqual qualification at Level 3. | N/A |
| BA (Hons) Business and Management (Level 6 -Top-up) | BSU | B1 or UK GCSE at grade: 4/C | Yes | N/A | Level 5 HND in Business (only available for our internal students) | N/A |
| HND in Business | Pearson | B2 or UK GCSE at grade: 4/C | Yes | 350 | A minimum of a Level 3 Ofqual Recognised Qualification with at least 52 credits | Minimum 2 years work experience |
| HND in Healthcare Practice for England (Healthcare Management) | Pearson | B2 or UK GCSE at grade: 4/C | Yes | 350 | A minimum of a Level 3 Ofqual Recognised Qualification with at least 52 credits | Minimum 2 years work experience |
| HND in Digital Technologies for England (Cyber Security) | Pearson | B2 or UK GCSE at grade: 4/C | Yes | 350 and, NSecurians Sec | | |