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## **GBS Induction Policy**

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<b>Document title</b>	GBS Induction Policy
<b>Oversight Committee</b>	Academic Board
<b>Policy lead (Staff member accountable)</b>	Provost
<b>Approved by</b>	Academic Board
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<b>Version</b>	2.0

#### Related GBS policies

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Student Disciplinary Policy and Procedure
- GBS Student Charter
- GBS Student Code of Conduct
- GBS Privacy Policy
- GBS Safeguarding and Prevent Policy
- GBS Attendance Policy
- GBS Recruitment and Admissions Policy and Procedure

#### External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>







2.1 The purpose of this policy is to provide both new and returning students with an induction programme during the first week of the first semester of their studies. The induction programme should be used as an opportunity for students to meet GBS staff, including the Dean, Associate Dean, their Programme/Level/Cohort Leader(s), Module Leaders and Student Success Tutors, teaching staff and other appropriate GBS staff members.

2.2 Our inductions shall welcome all students to GBS, to help familiarise the students with their surroundings and ensure that students are supported to prepare effectively to meet the demands of their chosen course of study and eventual career path. The induction programme should cover the following:

- General context of GBS including its aims and values

- Expectations of students whilst formally enrolled on a programme of study at GBS and GBS Student Charter and Student Code of Conduct.

- Information on the external environment in which GBS is located, key facilities such as libraries, sports and other facilities students may wish to use.

- Requirements of the awarding body appropriate to their programme of study

- GBS Student Attendance Policy and procedures used for non-attendance and actions

- GBS Safeguarding and Prevent Policy and associated requirements for use of IT facilities, Student Finance etc.

- Good academic conduct, plagiarism and how to avoid academic misconduct and associated procedures.

- Policy and procedure for making a complaint about any service provided by GBS

- Policy and procedure for making an academic appeal

- The student representative system at GBS

- GBS approach to academic, welfare and pastoral care

- Careers advice and guidance provided by GBS

- Governance/committee structure and engagement of students with quality assurance processes of GBS

- Learning resources provided by awarding bodies and GBS in respect of the student's programme of study, including the VLE.

- Use of local libraries

- Information about assessed work including when students can expect return of course work and the provision of feedback on student work.

- Data Protection and Health and Safety guidelines



Any other information that may be valuable to students.

### **3. Responsibilities**

3.1 Ownership of this policy lies with the Head of Admissions, Deans, Associate Deans, Programme/Level/Cohort Leaders and Module Leaders as appropriate assigned to new and returning students on all programmes offered by GBS.

### **4. Returning Students**

4.1 All returning students should have one session allocated for induction at the start of each new semester. The induction programme is mandatory and attendance will be recorded.. The induction session for returning students should cover the following areas:

The Student Charter and Student Code of Conduct

GBS Safeguarding and



## **7. Data Protection and Confidentiality**

7.1 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 personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

7.2 All GBS staff and students should be clearly informed about the limits of confidentiality in terms of information sharing in line with data protection law. Please refer to GBS Data Protection Policy for further guidance.

## **8. Alternative Format**



## Annex 1: Global Banking School Values

Our vision is

