

# Chartered Banker

## **RULES AND REGULATIONS FOR MEMBERSHIP AND QUALIFICATIONS**

Version 1 – December 2021

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# Contents

Introduction .....	3
Institute Membership .....	3
Qualification Structure .....	3
Module Specifications .....	4
Course Enrolments .....	5
Assessment.....	5
Academic Offences.....	6
Results .....	6
Award and Certificate Issue .....	6
Continuing Professional Development .....	7
Prizes for Advanced Diploma in Banking and Leadership in a Digital Age.....	7
Code of Professional Conduct.....	8
Appeals.....	8
Supporting Policies – Equal Opportunities and Reasonable Adjustments .....	9
Liability of the Institute .....	9

## Introduction

The qualifications referred to in these Rules and Regulations (R&R) are operated and awarded by the Chartered Banker Institute (referred to as 'the Institute'), a registered charity.

These R&R apply to all students studying for qualifications awarded by the Institute and it is important that all students understand and follow these.

## Institute Membership

All students studying for Institute qualifications must be members of the Institute. For many, membership comes through study with us or one of our learning partners.

Membership fees are collected annually and are paid in addition to any programme registration fees.

The annual membership fee allows students to study for the Institute's qualifications, and access a range of benefits, such as Chartered Banker magazine and all the online resources in the members' area of the website. Full membership benefits can be found in *About Membership* section of the website [CBI | About Membership \(charteredbanker.com\)](http://charteredbanker.com)

Please be aware that if any fees remain unpaid, the conferment of any pending academic award and issue of any pending certificates will be withheld until fees have been fully paid.

Students must inform the Institute of any change in circumstances, such as work or home address, name change, email address, or telephone number. Students can check and amend their personal information in their personal home page – *My Member Area* - on the Institute website.

## Qualification Structure

For details of the structure of Chartered Banker Institute qualifications, including the required modules to be completed and any design rules, refer to *Our Qualifications* section of the website [CBI | Our Qualifications \(charteredbanker.com\)](http://charteredbanker.com) and select the relevant qualification area.

For qualification design, each module can either be formally credit rated under the Scottish Credit and Qualifications Framework (SCQF) or benchmarked <sup>1</sup> at a certain level.

For qualifications that are formally credit rated, each module is expressed in terms of a Credit Level and is allocated Credit Points under the SCQF.

These two measures allow students and employers to describe and compare the amount of learning that has been achieved or is required to complete a qualification at a given level of the Framework. The level of a qualification increases with the complexity of the course, with SCQF Level 1 being the least demanding and SCQF Level 12 (Doctoral Degrees) the most demanding.

One SCQF credit point represents a notional 10 hours of learning. Notional learning hours include: module study; revision; completing online knowledge checks and practice assessments where appropriate; work-based learning; and any other learning activity that contributes towards your achievement of the module learning outcomes.

The Institute is an approved Credit Rating Body, meaning that we are authorised to formally credit rate our own qualifications under the strict criteria of the SCQF Framework.

## Module Specifications

The module specifications contain the learning outcomes and associated assessment criteria for each module. These are published on our website at [CBI | Our Qualifications \(charteredbanker.com\)](https://www.charteredbanker.com) - just click on each qualification to view.

The learning outcomes state what students will be able to do on completion of each module. The assessment criteria show how achievement of the learning outcomes will be measured.

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<sup>1</sup> Benchmarking: 'An informal process which provides an estimation of where learning might sit on the SCQF, that has not been credit rated. It is not a formal recognised process.' The Scottish Credit and Qualifications Framework Partnership (2010). *SCQF Credit Rating Criteria Explained*.

## Course Enrolments

If the programme has any entry requirements these can be found in *Our Qualifications* section of the website [CBI | Our Qualifications \(charteredbanker.com\)](https://www.charteredbanker.com) in the 'Am I Eligible?' section of the relevant qualification.

The validity of a module enrolment would typically be for a period of 12 months, however this can be checked in the *Our Qualifications* section of the website [CBI | Our Qualifications \(charteredbanker.com\)](https://www.charteredbanker.com) in the 'Key Facts' section of the relevant programme.

To enrol on an Institute programme go to the *Our Qualifications* section of the website [CBI | Our Qualifications \(charteredbanker.com\)](https://www.charteredbanker.com) and click on the 'Apply' button within the relevant qualification.

In some cases students may be part of a programme of study arranged by or funded by their employer. In these cases separate enrolment procedures may apply.

The Institute will consider exemption requests in respect of Institute qualifications. Every application will be considered on an individual basis. Where an exemption request is granted, this will be stated as a specific number of SCQF credits at a specific SCQF level. An exemption fee will normally be payable. For further details and the application form refer to the *Recognition of Prior Learning* section of the website [CBI | Recognition of Prior Learning \(charteredbanker.com\)](https://www.charteredbanker.com).

## Assessment

The assessment method for each qualification can be found in *Our Qualifications* section of the website [CBI | Our Qualifications \(charteredbanker.com\)](https://www.charteredbanker.com) within the relevant programme information.

You will be given further information and guidance about your assessment as appropriate for the module/qualification and the type of assessment you are completing, for example, either upon enrolment, or within study guides or guidance documents available for download from your personal home page – *My Member Area*.

All assessments will be conducted in English.

## Academic Offences

Examiners and Verifiers are under strict instructions to be aware of evidence of any form of any academic offences, such as *plagiarism* and *collusion* which are treated extremely seriously.

Students should note that all assignments and other written forms of assessment will be subject to checks for plagiarism and collusion using Turnitin software. Students suspected of committing an academic offence may have their work returned unmarked and may even be subject to the Institute's disciplinary procedures. Please refer to the *Turnitin Guide*, available for download from your personal home page of the Institute's website, where applicable.

Students are advised that they must not contact Examiners and Verifiers directly, unless permission has been given by the Institute in writing. Should any Examiner or Verifier be approached by a student or group of students with a request to discuss particular issues about a programme or module they have been advised to refer the student(s) to the Institute.

## Results

Results will be published within your personal home page – *My Member Area* - on the Institute website once the result has been verified and released. The timescale of this will depend on the programme.

All students will receive a Results Notification Letter **on completion of a qualification**.

Students will not normally be informed of results by email or telephone, nor will they be given to students who call in person at the Institute offices. As a matter of course, where module fees have been met by the student's employer the Institute will notify the employer of the student's results unless explicitly instructed otherwise by the student.

## Award and Certificate Issue

On completing the minimum number of credits towards a particular qualification, providing that all qualification design rules have been met, and payment of any outstanding fees, students will:

- be awarded the relevant qualification

- have their membership upgraded to the relevant membership grade of the Institute and, depending upon the qualification gained, may be eligible to use designatory letters and the appropriate professional designation. Please refer to the *Membership Grades* section of the website [CBI | Membership Grades \(charteredbanker.com\)](http://CBI | Membership Grades (charteredbanker.com)) for details.

On completion of the award students will be issued a qualification certificate, plus a designation certificate (if relevant) confirming their new status.

The use of designatory letters and the relevant professional designation will both be valid from the date of the Results Notification Letter which is sent to students following successful completion of their final assessment(s). The ongoing use of any professional designation is dependent upon the completion of the annual Continuing Professional Development (CPD) requirements of the Institute (see below), as appropriate for the membership level.

The use of any designation and the associated designatory letters is also dependent upon annual payment of the appropriate Institute subscription for membership fees. Please be aware that if any fees remain unpaid, the conferment of any pending academic award and issue of any pending certificates will be withheld until fees have been fully paid.

## **Continuing Professional Development**

Undertaking Continuing Professional Development (CPD) activities ensures that members' professional knowledge and skills remain relevant and up to date.

All qualified members are required to participate in and complete the Institute's annual CPD requirements.

For details of CPD please refer to the *Continuing Professional Development* section of the website [CBI | Continuing Professional Development \(charteredbanker.com\)](http://CBI | Continuing Professional Development (charteredbanker.com)).

## **Prizes for Advanced Diploma in Banking and Leadership in a Digital Age**

The Sir Bruce Pattullo prize is presented on an annual basis to the student scoring the highest overall mark in their *Advanced Diploma in Banking and Leadership in a Digital Age assessments*, across all required modules.

Only assessments passed at the first attempt will be considered for a prize. Other prizes for individual modules leading to the *Advanced Diploma in Banking and Leadership in a Digital Age* will be considered and awarded at the Institute's discretion.

Prize-winners are identified in an annual exercise carried out by the end of March, which takes into account successful completions during the previous calendar year (1st January to 31st December). Prizes will be awarded only to students who are current Institute members at that time.

## Code of Professional Conduct

All students and members of the Institute are expected to display the highest standards of professionalism and a commitment to ethical conduct. To help members recognise and maintain these high standards of behaviour, please see the *Chartered Banker Code of Professional Conduct*. See: [Chartered Banker Code of Professional Conduct](#).

Members of the Institute must also abide by the Institute's *Royal Charter, Rules, Regulations and Codes*. See: [Royal Charter Rules Regulations and Codes \(charteredbanker.com\)](#).

If a complaint is received about a member's conduct, and if conduct is considered to be in breach of these rules, regulations or codes, this could result in disciplinary action being taken. It is therefore imperative that you familiarise yourself with these rules, regulations and codes so that you know what is expected of you.

## Appeals

The Institute has a documented *Assessment Appeals Process* for a student who wishes to complain about circumstances relating to their examination conditions or results awarded by the Chartered Banker Institute.

For online examinations, if at the end of an examination, you feel that there were circumstances which affected your performance during an examination, e.g., illness, material technical issues, or adverse environmental factors, then you should report this to the invigilator or remote proctor at the end of the exam. Students must also send an email to the Institute within three working days with the grounds for appeal, supported by your evidence. Refer to the *Assessment Appeals Process and Guidance* document for further information, available at: [Assessment Appeals Process Guidance v2.0 Jan 2020 \(charteredbanker.com\)](#).

## Supporting Policies – Equal Opportunities and Reasonable Adjustments

The Institute supports the principle of equal opportunities in employment, education and training and opposes all forms of unlawful direct and indirect discrimination on the grounds of colour, race, religion, ethnic origin, nationality, gender, sexual orientation, age, marital status or disability. To this end, within the framework of the law, we are committed wherever practicable to promoting and facilitating access to our qualifications. Refer to our *Equal Opportunities Policy Statement* for further information, available at: [Equal Opportunities Policy Statement](#).

The Institute acknowledges that in accepting a disabled student onto a qualification programme, some adjustments may need to be made with respect to examinations and other assessments in order to accommodate the particular support needs of the individual. Refer to our *Reasonable Adjustments Policy (aka Assessment Arrangements for Students with a Disability)* for further information, available at: [Reasonable Adjustments Policy](#).

## Liability of the Institute

In all circumstances, the liability of the Institute is limited to a complete refund of any enrolment fees for the module concerned.

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