



Policy on Whistle Blowing

Purpose

An essential process for protecting the integrity of programmes offered at European College of Law and Business (ECLB) is to ensure an accessible means by which ECLB may be informed of any malpractice or wrongdoing with respect to its programmes offered. This policy applies to all persons who may be involved in any way with the development, delivery, award and/or study of all ECLB programmes offered, e.g:

- Student
- Tutors/assessors
- the staff including managers, administrators and any stakeholder of ECLB

DEFINITIONS:

1. Whistle blowing

Whistle blowing is a term used when an individual discloses information relating to malpractice or wrongdoing and/or the covering up of malpractice or wrongdoing. The malpractice or wrongdoing is often committed by the individual's employed by ECLB, although this is not necessarily the case.

2. Malpractice/wrongdoing

The breach of any published regulation or quality code for higher education in the UK, actions which would damage the reputation and worth of ECLB programmes offered if not addressed and which might include:

- A criminal offence such as bribery to influence assessment results.
- Cheating in set test/examination conditions.
- Obtaining examination/test/assignment scripts before the date or period they are due to be taken.
- Copying the work of others and claiming it as original work (plagiarism) whether sourced from
- Individuals or sources of the work of others such as the website and where there is no acknowledgement of the use of such sources.
- Altering, falsifying assessment records to deliberately change the achievements of students.

Complaints and Appeals

Whistle blowing does not apply to either making a complaint or an appeal. A complaint is usually a grievance and could relate to poor administration or customer service.

Appeals are generally made against the outcomes of assessment where it is felt that the gap between the expected and actual result is far greater than was anticipated.

ECLB expects that the vast majority of appeals made by learners will be resolved internally by the College management.

WHISTLE BLOWING PROCEDURE

Raising a Concern

Stage 1

Whatever the circumstance, where a student/member of staff/ any stakeholder have a concern that malpractice or wrongdoing has taken place in relation to ECLB programmes offered/other measures taken up, normal practice is to raise it through the line management of the organisation concerned. For a student the first point of contact would be the main tutor or assessor for Academic issues and Welfare officer for all the general and non academic issues.

Stage 2

If whistle blower's concerns are not addressed at this stage, or the whistle blower feels it is not possible to raise concerns internally then the whistle blower should contact the Principal of the College and address their concerns using the ECLB Whistle Blowing Form attached. This form will be formally acknowledged by the Principal immediately on receipt of the form. However, in absence of availability of this form, the whistle blower may use a plain paper giving his contact details and the detailed explanation of concerns being raised.

Depending on the nature of the issue, if it demands an immediate intervention of the Police or legal course of actions to be initiated, the same should be immediately taken up by the Principal within the least possible time.

Stage 3

ECLB will evaluate the whistle blower's concern and may ask the whistle blower for more evidence/information if necessary. The actions taken will be formally communicated to the concerned whistle blower, within 10 working days.

ECLB will inform the Awarding Organisation where necessary, of the issue raised and the course

of action taken. The actions taken will be monitored by the Principal or a nominated representative.

Upon conclusion of any investigation, ECLB will provide the whistle blower with a summary update of outcomes given the need to protect confidentiality. This will be done within ten working days of the conclusion of the investigation. The management Committee will be informed as appropriate.

Important Note:

1. Having raised a concern with ECLB, the whistle blower may not contact them on a daily or otherwise regular basis for constant updates. ECLB has a responsibility to all concerned with respect to confidentiality.
2. At all stages of the matter being investigated, ECLB will take all possible steps to protect the whistle blower's identity given the details /context expressed in the next section of this document under 'Confidentiality'.
3. ECLB will consider each disclosure of information sensitively and carefully, and decide upon an appropriate response. We may share with third parties information received in the disclosure where we consider it necessary to do so.

Confidentiality

ECLB will always endeavor to keep a whistleblower's identity confidential where asked to do so, although by Law and regulation, we may need to disclose the whistle blower's identity to:

- The police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud);
- the courts (in connection with court proceedings);
- Investigating agencies/representatives to which we are required by law to disclose whistle blower's identity;
- The national regulator responsible for the standards of the qualification(s) concerned.

A whistleblower should also recognise that he or she may be identifiable by others depending on the nature or circumstances of the disclosure.

How to contact us

Whistle blowing disclosures can be made in person to any responsible member of ECLB staff. The Whistle blower may choose to address the complaint directly to the Director, through filling

in the appropriate form and provide all the required evidence and details related to the issue addressed.

In the absence of prescribed form (or) inaccessibility to the college, the whistle blower may also make a disclosure through an email with relevant enclosures of appropriate evidence where necessary. In such instances, the whistle blower has to provide their contact information to facilitate further investigations into the matter.

ECLB WHISTLE BLOWING DISCLOSURE FORM

CONFIDENTIAL

Section 1 - Contact Information

Title (Mr/Mrs/Ms/Dr. _____)

Surname:

First Name:

Designation (for Staff) and Enrolment Number (for students) – if applicable:

Email:

Phone Number:

Section 2 - Whistle Blowing Concern Details

Qualification(s) Affected:

Number of Students Affected

Name/Details of person (s) who are in violation (if known):

Issue Details (Please give a detailed explanation, as required)

Signature

Date and Time of Submission: