



ACADEMIC POLICY OF EUROPEAN INTERNATIONAL UNIVERSITY



INTRODUCTION

Academic policies and procedures allow students to clearly understand their rights and responsibilities. They protect the integrity of EIU-Paris and provide fair and transparent guidelines for activities related to teaching and learning across campus.

EIU students are expected to familiarize themselves with all academic policies. Students seeking clarity on academic policies relevant to or beyond those



stated on this website should consult with the appropriate office.

EIU-Paris strongly values the principles of academic honesty. Maintaining academic honesty includes:

- Creating and expressing your own ideas and work.
- Properly citing and referencing other people's ideas and work, giving appropriate credit.
- Seeking appropriate, approved assistance from outside sources or persons (e.g. tutors).
- Acknowledging collaboration.
- Performing with honesty during examinations, avoiding collusion, collaboration and/or the use of unauthorized resources.

EIU-Paris will not tolerate instances of academic dishonesty and will provide appropriate educational and punitive sanctions for violations of this policy.

Sanctions may range from educational programmes up to suspension and expulsion.

ACADEMIC HONESTY

Academic honesty is a fundamental principle of the educational process. It is essential to maintaining the value of the academic degree students receive and the credibility of the university.

Academic honesty is vital to the proper evaluation of the level of knowledge and understanding a student acquires in a course. This evaluation may be based on quizzes, exams, reports, homework, projects, discussions and any other assignments used by the faculty to ascertain the student's command of the course material. Any act that invalidates the process of evaluation is an act of academic dishonesty.

EIU-Paris forbids all forms of academic dishonesty including cheating and plagiarism.

Examples of academic honesty include but are not limited to:

- Copying from another student's assignment, enabling unauthorized access to test or assignment answers and use of false identity online.
- Plagiarism; representing another's academic or creative work as your own, and incorporating another's ideas, words, or phrasing without giving credit to the author.
- Alteration of official records.
- Changing already graded documents by hacking.
- Submission of assignments, reports, and projects mostly prepared by another student.
- Facilitation or assistance in any act of academic dishonesty

Students caught engaging in academic dishonesty may be subject to failure for the assignment and/or additional disciplinary procedures as deemed fit.

RIGHTS OF ACCUSED STUDENTS

Along with the right to privacy and the right to protection against discrimination, both of which apply to all EIU-Paris students, students accused of violating the Academic Honesty Policy shall also be given the following rights:



- A fair, impartial, and equitable process that respects the rights of all participants.
- Be treated with respect by University officials.
- Written and timely notice of charges and hearing absent extenuating or extraordinary circumstances.
- Be presumed not responsible until found responsible by a preponderance of evidence.
- Have an advisor with them throughout the hearing process.
- Review all relevant documentary evidence regarding the allegation, at least two (2) days prior to a hearing.
- Have unrelated past behavior excluded from the hearing.
- Choose not to present evidence or speak on their own behalf. A decision will still be rendered based on the information that is presented at the hearing.
- Be informed, in writing, promptly of the outcome, pending all appeals.
- To appeal the decision and/or the sanction imposed based on specific grounds.

ACADEMIC FREEDOM

It is the policy of EIU-Paris that in the context of academic discussion and assignments students may freely express their own perspectives or opinions on substantive issues. We may not penalize or censor students for dissenting or controversial views.

PLAGIARISM POLICY

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own.

This includes information from:

- Web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium.

Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

Up to **25% plagiarism** can be accepted for the lecturers to grade the paper.

Disciplinary sanctions for violating EIU-Paris standards relating to academic dishonesty includes failing grade for the course and /or dismissal from the university.

PROCEDURES FOR HANDLING ACADEMIC HONESTY VIOLATIONS

The University review of Academic Policy violations is an administrative process. It is not a criminal law process, nor is it intended to resemble one. The

University review of Academic Policy violations is not required to observe formal rules of evidence and may exclude unduly repetitious or immaterial information.

EIU ACADEMIC SUPPORT & COUNSELLING

EIU helps the students at every step of their way through:

1. Academic Counsellors:

Academic counsellors are engaged as a link between learners and EIU. They perform various roles such as facilitating the learning of subject matter content, assessing assignments, providing motivation and encouragement and supervising research papers.



2. Learning Management System:

Learning Management System is also known as LMS. EIU's Learning Management System is a vast repository where you can store and track information. Anyone with a login and password can

access these online training resources whenever and wherever.

3. Student Forums:

Students can create forums on eiu.ac website with fellow students to clarify their doubts and to have healthy discussions about the subject. These forums are specific to a particular specialization. We also encourage the students to set up their own support groups.

4. Class Room sessions:

EIU hosts classroom sessions for the students at their Paris and Bangkok centres. The schedule for which will be released by EIU on the website. EIU also has **Learning Support Centres** for those students prefer classroom sessions and guidance for the programmes.

5. Information Support Centre:

For any other issues the students can contact the information support centre through info@eiu.ac or contact Whatsapp: **+33607591197**

WORKLOAD

The workload EIU recommends is an average of 10 -12 hours study time per week for any programme.

ACADEMIC POLICY OF ASIAN COLLEGE OF TEACHERS (ACT)

Student Responsibilities for Bachelor's and Master's Registration

- Students are responsible for compiling their course of study and ensuring that it complies fully with the framework regulations and with any course specific regulations as set out by Asian College of Teachers (ACT).
- Students must complete their coursework and assignments by deadlines as determined and published by the Academic Department.
- Students should seek advice from the respective coordinator.
- Students seeking to change a course registration must do so in accordance with procedures and deadlines as determined by the Admission Department. Students should seek guidance from the respective counsellor.
- A student will not normally be permitted to change a course once delivery of that course has started.

- Requests to change a course submitted after the published deadline will not be considered.
- Where a student changes the course of study during the program will be in accordance with the rules laid out by the Academic Department of Asian College of Teachers.
- Students must state their intended mode of study at the time of admission to the course.

ACT Learning Management System (LMS) - Virtual Learning Environment

We provide the perfect virtual learning environment for teaching and learning at Asian College of Teachers through our own Learning Management System (LMS).

Our LMS is user-friendly and you can: -

- access your course materials
- submit assignments or MCQ
- get feedback on your work
- start discussions and collaborate with other students on Discussion Board
- access course videos and reading materials



COURSE FEE & PAYMENTS – BACHELOR'S AND MASTER'S COURSES

1. **Non-refundable Fee:** On successful completion of the Application procedure, you will be expected to pay a non-refundable course fee. The fee that you have already paid is non-refundable and it won't be refunded for any personal

reason like health/medical problems, family problems or any other individual problems. The fee is refundable only if the course is discontinued for some reason by Asian College of Teachers. If you are unable to complete the course for any particular reason, the course fee you have paid will be forfeited.

Balance Fee payment: If you fail to pay the balance fee within the given due date, we will give another 15 days as grace period to pay the balance fee and the amount payable would be Balance Fee + Penalty fee applicable. Once the 15 days' grace period is over, your course will be discontinued and you would have to take fresh admission by paying the full course fee.

Please note that the semester fee of the Degree Course has to be paid to EIU through ACT. The fee that you pay to EIU through ACT is non-refundable and it won't be refunded for any personal reason like health/medical problems, family problems or any other individual problems.

2. **Cancellation of Registration:** This is not allowed by Asian College of Teachers unless on exceptional grounds. The payment can rather be considered non-refundable and the decision of the project organizer to be held final.

3. **Payment:** I certify that when I make payment to Asian College of Teachers for any service or offering, I am doing so using my own personal funds. If I am using the funds of a third party, I hereby state that I have been given the authority to act on behalf of third party to request authorization of such transaction. Additionally, I understand that I am responsible for all damages, bank fees, credit card fees, or penalties that may be associated with the unauthorized use, transfer, or disclosure of credit or bank account information

(e.g. charges associated with frozen funds, disputes, reversals, refunds, legal fees, court fees, or any applicable penalties).

4. Re-Registration:

If a candidate is unable to complete either the Specialization of Bachelor's Course or DETL of Master's course within the stipulated time and without valid notification then the registration of the candidate stands cancelled. If the candidate wants to continue with the program/s, he/she has to re-register by paying an additional fee as applicable as per the latest course fee and will be eligible to get a 2-month grace period. If a candidate is unable to complete the course, he/she has to take FRESH ADMISSION and pay the full course fee as applicable.



COURSE MATERIALS

Please note that our study materials are not printable.

CERTIFICATION – BACHELOR'S COURSE

1. **Certification:** Certificate will be indented only after successful completion of all assignments and after submission of completed feedback forms. No requests will be entertained for issuing of certificate before all phases have been successfully completed. After the Specialization part is completed, you will receive a certificate from ACT within 3 to 6 months.

Similarly, after submitting the last assignment of Bachelor Degree modules, you will be receiving an exclusive certificate and transcript within 3 to 4 months' time. Once you get these certificates, you need to send us your photo with the certificate in hand (through email) for validation purposes. This is mandatory.

2. **Grading:** Once an assignment has been graded/ credit has already been earned, it cannot be re-done for improving Grades/ Credits. If an assignment has to be redone then you will be informed by your coordinator.

3. **Grade Sheet:** The soft copy of the grade sheet will be available within 3 to 4 months along with the final certificate at the end of the program.

CERTIFICATION – MASTER’S COURSE

1. **Certification:** Certificate will be indented only after successful completion of all assignments and after submission of completed feedback forms. No requests will be entertained for issuing of certificate before all phases have been successfully completed. After the 1st Semester is over (Diploma level), you will receive a Diploma level joint certification from ACT and EIU within 3 to 4 months. Similarly, after submitting the last assignment of Semester 2 (Master Degree modules), you will be receiving an exclusive certificate and transcript within 3 to 4 months' time. Once you get these certificates, you need to send us --your photo with the certificate in hand (through email) for validation purposes. This is mandatory.



2. **Grading:** Once an assignment has been graded/ credit has already been earned, it cannot be re-done for improving Grades/ Credits. If an assignment has to be redone then you will be informed by your coordinator.

3. **Grade Sheet:** The soft copy of the grade sheet will be available within 3 to 4 months along with the final certificate from EIU at the end of the program.

Semester 1- Diploma Level from ACT: Grade sheet is optional. If you are availing the same, the hardcopy can be availed at 30 USD/3000 INR. Also, an

additional dispatch fee would be applicable if the grade sheet needs to be dispatched outside (depending on the location and the courier service provider of that country) Thailand or India.

Semester 2- Master Degree level from EIU: The students will receive the final grade sheet along with the Master Degree certificate within 3 to 4 months, once they have successfully cleared the final assignment. An additional fee would be applicable if the certificate has to be dispatched outside India or Thailand.

COURSE REQUIREMENTS

1. **Assignment Submission:** For assignment submission, all reflective questions & assignments will have to be uploaded in the student portal).
2. **Course Duration:** The websites clearly mention the course duration of each program. No request for false information about increasing the course duration will be entertained from any candidate.
3. **Time for evaluation:** The Institute will take minimum 7-10 working days to evaluate all your Assignments.
4. **Registered E-mail Address:** The email address mentioned by you at the time of your admission will be considered as your registered email address with us for any correspondence.
5. **Course access:** Access for the Diploma and Masters semesters will be given within 3 to 4 working days respectively per semester.

6. After enrolment once the candidate receives the username and password from ACT and EIU for the Diploma semester and the Masters semester respectively. All Diploma level queries would be solved by Asian College of Teachers and Masters' queries would be solved by EIU.

Our Policy on Malpractice

The policies hereby given, are aimed at our students, who are registered on Asian College of Teachers' (ACT) programs or courses and involved in suspected or actual malpractice. These have been developed for our students to ensure they are aware of all malpractice rules and procedures. It lays down the steps for our institution and students who need to follow when reporting suspected or actual cases of malpractice.

Terminology - Malpractice

For clarity, malpractice is deemed to be those deliberate actions and practices that threaten the integrity of any Asian College of Teachers (ACT) qualification, or threaten the reputation of Asian College of Teachers (ACT).

Learner Malpractice

Learner malpractice is any learner activity which has the possibility to undermine the integrity and validity of the learner's work amounting to plagiarism, collusion, cheating, etc.

Malpractice by Learners which will be considered by Asian College of Teachers:

- any kind of plagiarism
- collaborative work with other learners to be submitted as individual learner work
- copying (content directly from the websites)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity regarding coursework
- pretending to be someone else and producing the work for another taking one's place in an assessment/examination/test
- inappropriate behaviour during an internal assessment
- inclusion of inappropriate, offensive, discriminatory or obscene material in course assignments
- frivolous content - submitting content that is unrelated to the coursework *

Application and Applicant Background Information

The student must not knowingly misrepresent her/himself to Asian College of Teachers or its authorized representatives in any way.

The student must disclose the true facts of any past, pending, or potential future criminal status.

S/he must acknowledge that the application essays and skill-based questions are his/her own true, authentic, and original works.

Submitting falsified or plagiarized works to Asian College of Teachers and its representatives may be grounds for immediate withdrawal of acceptance offer,

ineligibility for any future course, or dismissal from a current course in which the student has enrolled without refund.

The student must be 19 years of age by the time the course is commenced.

The student will qualify for the job assistance if he/she is 21 years of age or older with requisite qualification.

The student has to provide Asian College of Teachers with the emergency contact information of a relative or significant other who would be able to advise Asian College of Teachers about the management of the student's welfare in the event of an emergency or situation where I cannot act on my own behalf.

The contact information for that person shall consist of his/her telephone numbers, email addresses, and the postal mailing address where he/she may be reached.

The student must not at any time hold Asian College of Teachers liable for the exchange of personal information between an authorized company representative and the student's



designated emergency contact should such exchange be necessitated to promote my well-being.

If the student fails to do so, Asian College of Teachers is limited in its role to assist me in the event of an emergency.

Information, Electronic Correspondence, and Brochure

The student must understand that the information contained in all electronic correspondences, including Asian College of Teachers' website, and in printed material is believed to be accurate.

The student must understand that it may be subject to errors, changes, omissions, availability of courses, or withdrawal of special offers without notice.

It is the responsibility of the applicant to contact an official Asian College of Teachers representative for periodic updates as terms of this course offering are subject to change without notice.

Special offers and promotional discounts are non-transferable and time bound. Those are applicable for specific courses featured.

It is the student's sole responsibility or responsibility of his/her authorized representative to check all continuous email correspondences from an authorized Asian College of Teachers representative.

All official correspondence shall be conducted via email unless the applicant otherwise indicates on the application or in written form that this is not a suitable mode of communication.

The candidate must notify Asian College of Teachers within a reasonable amount of time if there is any change in his/her email address or contact information.

"Event of Force Majeure"

In this Clause, "Event of Force Majeure" means an event beyond the control of the Authority and the Operator, which prevents a Party from complying with any of its obligations under this agreement, including but not limited to:

1. Act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
2. War, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition, or embargo;
3. Rebellion, revolution, insurrection, or military or usurped power, or civil war;
4. Contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
5. Riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Supplier or of his Subcontractors; or
6. Acts or threats of terrorism.

Neither the Authority nor the Operator shall be considered in breach of this Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the Effective Date.

Governing Law and Jurisdiction – Master's Degree

For the Semester 1- Diploma Level (ACT Curriculum):

These Terms of Service shall be construed in accordance with and governed by the applicable local law in the country you are taking the Course (Thailand / India). Asia Teachers Training Co., Ltd (Thailand) & TTA Training Pvt. Ltd (India)

trades as Asian College of Teachers in these two countries respectively. Any action, claim or proceeding seeking to enforce any provision of, or based on or arising out of, these Terms of Service may be brought against any of the parties in the courts of Thailand / India. By execution and delivery of these Terms of Service, I hereby irrevocably accept, generally and unconditionally, the exclusive jurisdiction of the aforesaid courts and waive any objection to venue laid therein. Process in any action or proceeding referred to in the preceding two sentences may be served on me anywhere in the world. The terms and conditions shall be construed and interpreted in accordance with laws of respective countries and Asian College of Teachers shall retain the right to bring proceedings related to any issue in the Courts of Kolkata for INDIAN students and Bangkok for INTERNATIONAL students



For the Semester 2- Master Degree (EIU Curriculum):

These terms of service shall be construed and governed by the laws of the State of California, without regard to the principles of conflict of laws thereof. You agree and accept that any legal action or proceeding shall be brought in the federal or state courts for the State of California, County of Santa Clara, and you expressly waive any objection to personal jurisdiction, venue or forum non conveniens. If you are a Website user in a member country of the European Economic Area (EEA) or European Union (EU)), this Policy and the relationship between you and us shall be governed by the laws of the EU/EEA member state in which you are domiciled.

Asian College of Teachers is an equal opportunity educational, training, and teaching institution, which encourages diversity in applicants, trainees, trainers, and staff. If you have any query, please get back to us at act@asiancollegeofteachers.com.