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**The Verification of British Educational Documents in Greece****CODE OF PRACTICE****Aim**

To agree, and apply uniformly throughout Greece, policies for document verification that help protect the integrity of British education by ensuring that forged documents and documents emanating from bodies not having recognised academic or professional status are not endorsed by UK authorities.

**A. Verification process**

1. Original documents are carefully scrutinised for signs of possible forgery in the paper quality, logo, watermark, stamp (including absence of), lay-out and typing conventions, typeface, style of English, signature (including absence of) and in the presence of anomalous facts e.g. in the stated course duration etc.
2. Faxed copies or photocopies presented without the original can only be verified after the genuineness of the document has been confirmed by the issuing body directly to the British Council.
3. Hand-written documents can be verified only after the genuineness of the document has been confirmed by the issuing body directly to the British Council.
4. Incidents of forgery are brought to the attention of the issuing British body.

**B. Nationality of issuing body**

1. Only documents issued by British bodies and relating to British education can be verified. Documents from Greek, or other non-British bodies, cannot be verified.

**C. Status of issuing body**

1. Only documents from British bodies that have official or recognised academic or professional status in Britain can be verified.
  - 1.1 The following categories have this status and can therefore be verified, subject to the other requirements described above, without the need for confirmation:
    - All state sector education institutions at HE, FE, Secondary and Primary levels;
    - Private sector: at HE level Buckingham University and Richmond College; at FE level only institutions accredited by the British Accreditation Council (BAC);
    - University of Cambridge ESOL English language and CIE skills awards;
    - Examination boards at school level, e.g. ESOL, MEG;
    - in ELT, a British Council statement is issued only for language schools recognised under the British Council's English in Britain Accreditation Scheme;
    - Vocational qualification awarding bodies, e.g. SCOTVEC/SQA, EDEXCEL, RSA, City and Guilds etc.;
    - GMC (General Medical Council), General Dental Council, Royal Colleges.
  - 1.2 The following categories also have recognised status and can be verified, subject to confirmation from the awarding body:
    - ELT examination bodies, e.g. Pitman, Oxford, LCCI, ARELS and BASCELT;
    - Professional awards recognised by sector lead bodies e.g. in finance, music, dance etc.;
    - National Health System (NHS) hospitals (professional attachments and training).
  - 1.3 The status of the UK issuing body and/or award may be further investigated as appropriate.

British Council Greece  
January 2008

**If you would prefer a copy of this document in large print, we will be happy to provide one.**