



# UK COLLEGE OF IT LTD.

## LEARNER CODE OF CONDUCT

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| Document status | Public Policy                                                                                                            |
| Version         | 2.0                                                                                                                      |
| Effective date  | 11 August 2026                                                                                                           |
| Review cycle    | At least annually and following significant legal, regulatory, safeguarding, academic or operational change              |
| Policy owner    | Senior Management / Quality Assurance / Learner Support                                                                  |
| Applies to      | All UK College of IT learners, applicants participating in College activities, and relevant online learning environments |

### 1. Purpose and Commitment

UK College of IT Ltd. (“the College”) is committed to providing a professional, respectful, inclusive and academically responsible learning environment.

This Learner Code of Conduct sets out the standards of behaviour expected from learners and establishes the principles for responding to unacceptable conduct.

The Code applies equally to physical and digital interactions connected with College activities. For an online institution, professional behaviour in email, Google Classroom or other learning platforms, video sessions, discussion boards and messaging is an essential part of the learner experience.

### 2. Scope

This Code applies to learners from application and enrolment through completion and, where relevant, to conduct after completion that directly concerns College services, confidential information, certification or members of the College community.

It applies to:

- live and recorded online classes;
- learning-management systems and Google Classroom;

- email and College messaging;
- assessment and examination activities;
- discussion forums and collaborative work;
- learner-to-learner communication;
- communication with tutors, assessors and staff;
- College events and meetings;
- use of College systems, accounts and resources; and
- interactions with College representatives and authorised partners.

### 3. Core Standards

Learners are expected to act with:

- respect and dignity;
- honesty and academic integrity;
- professionalism;
- responsibility and accountability;
- respect for equality and diversity;
- consideration for accessibility and individual needs;
- responsible use of technology;
- confidentiality and privacy; and
- compliance with reasonable College rules and instructions.

### 4. Respectful Behaviour

Learners must treat other learners, tutors, assessors, staff, partners and visitors with courtesy and respect.

Disagreement, debate and critical discussion are legitimate parts of learning. However, disagreement must not become personal abuse, intimidation, harassment, discrimination or threatening behaviour.

Repeated conduct that humiliates, intimidates, excludes or targets another person may be addressed under this Code even where it does not meet a specific legal definition of harassment.

### 5. Equality, Diversity and Inclusion

The College expects learners to respect differences in background, identity, experience, belief and perspective.

Discriminatory behaviour, harassment or victimisation is not acceptable. This includes conduct related to protected characteristics under applicable equality law.

The Equality Act 2010 protects people from discrimination, harassment and victimisation in relevant contexts. The College's Equality, Diversity & Inclusion Policy provides further detail.

### 6. Bullying, Harassment and Sexual Harassment

Bullying, harassment and sexual harassment are prohibited.

Examples may include:

- repeated insulting, humiliating or intimidating messages;
- discriminatory jokes or comments;
- unwanted sexual comments or attention;
- threatening or abusive communication;
- deliberately excluding or targeting another learner;
- sharing offensive or humiliating material about another person; or
- persistent unwanted contact.

Such conduct may also engage the Equality, Diversity & Inclusion Policy, Safeguarding Policy or Complaints Policy.

## 7. Online Learning Conduct

Learners must behave professionally in all digital learning environments.

During live sessions, learners should follow reasonable tutor instructions, use appropriate display names, avoid disrupting teaching, use chat functions responsibly and respect other participants.

Where cameras, microphones or recording functions are used, learners must comply with the relevant session instructions and privacy requirements.

Remote learning does not reduce the College's expectations for respectful conduct. UK government safeguarding guidance similarly emphasises that behaviour expectations and safeguarding procedures continue to apply during remote education.

## 8. Digital Communication

Learners should use professional language in College emails, messages, forums and other communications.

Learners must not use College systems to send abusive, threatening, discriminatory, sexually inappropriate, defamatory or deliberately disruptive material.

Communication should be proportionate and relevant to the educational or administrative purpose.

## 9. Academic Integrity

Learners must submit authentic work and comply with the Academic Integrity & Plagiarism Policy.

Unacceptable conduct includes plagiarism, collusion, contract cheating, impersonation, fabrication, falsification, unauthorised assistance and prohibited use of AI or other digital tools.

Academic-integrity matters may be handled under the separate Academic Integrity & Plagiarism Policy rather than solely under this Code.

## 10. Responsible Use of Artificial Intelligence

Where AI tools are permitted, learners remain responsible for the accuracy, originality and integrity of their submissions.

Learners must follow the assessment-specific rules concerning AI disclosure, acknowledgement, citation and evidence of use.

Using AI contrary to published assessment instructions may constitute academic misconduct.

## **11. Assessment and Examination Conduct**

Learners must comply with assessment instructions, deadlines, examination conditions and reasonable directions from assessors or invigilators.

Unacceptable conduct may include unauthorised collaboration, copying, accessing prohibited resources, sharing assessment materials, impersonation, interfering with assessment systems or attempting to obtain an unfair advantage.

Assessment consequences will normally be determined under the Assessment & Appeals Policy and Academic Integrity & Plagiarism Policy.

## **12. Confidentiality and Privacy**

Learners must respect the privacy and confidentiality of other learners, staff and College information.

Learners must not share personal data, private communications, confidential documents, assessment records or recordings without appropriate permission or another lawful basis.

Personal information obtained through the learning environment must not be used for unrelated purposes.

## **13. Recording and Screenshots**

Learners must not record, screenshot, photograph, reproduce or redistribute live teaching sessions, private conversations, assessment discussions or other learner information without permission where such recording or sharing would breach College rules, privacy rights or applicable law.

Where the College records a session for legitimate educational purposes, learners will be informed through the applicable privacy or learning arrangements.

## **14. Use of College Accounts and Systems**

Learners are responsible for keeping their account credentials secure.

Learners must not:

- share passwords or authentication codes;
- allow another person to access their learner account;
- access another learner's account;
- attempt to bypass security controls;
- introduce malicious software;
- interfere with the availability of College systems; or
- use College systems for unlawful or unauthorised purposes.

## 15. Cybersecurity

Learners must follow reasonable cybersecurity instructions issued by the College or its technology providers.

Suspected account compromise, phishing, unauthorised access or other security incidents should be reported promptly to [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk).

Learners should not attempt to investigate or exploit security vulnerabilities themselves.

## 16. Intellectual Property

Course materials, assessment resources, presentations, recordings and other College content may be protected by intellectual-property rights.

Unless expressly permitted, learners must use College materials for their own educational purposes and must not copy, redistribute, resell, publish or commercially exploit them.

Learners retain rights in their own original work subject to any applicable contractual or programme arrangements.

## 17. Copyright and Third-Party Materials

Learners must respect copyright and other intellectual-property rights when uploading or sharing material in College systems.

Material uploaded to a discussion forum or collaborative area should be appropriate for the educational purpose and lawfully obtained or used.

## 18. Professionalism and Participation

Learners should engage responsibly with their programme, attend or access required learning activities, meet deadlines and communicate with the College where circumstances affect participation.

Where attendance or participation is mandatory for a particular programme, the programme specification will state the relevant requirements.

## 19. Communication with Tutors and Staff

Learners should raise questions, concerns and requests through appropriate channels.

Abusive or repeated personal messages to tutors or staff are not acceptable.

Where a learner disagrees with a decision, they should use the appropriate Complaints Policy or Assessment & Appeals Policy rather than attempting to pressure an individual staff member.

## 20. Professional Boundaries

Learners should respect professional boundaries with tutors, assessors and staff.

Unwanted personal contact, persistent messaging, inappropriate requests, attempts to influence assessment decisions through personal pressure or other boundary violations may be addressed under this Code.

## **21. Conflicts of Interest and Gifts**

Learners should disclose relevant conflicts of interest where these could affect an assessment, professional placement, project or other College activity.

Learners must not offer gifts, payments or other benefits intended to influence a tutor, assessor or staff member improperly.

## **22. Fraud and Misrepresentation**

Learners must provide accurate information during application, enrolment, assessment and certification processes.

Fraudulent documents, false qualifications, false identity information, impersonation or deliberate misrepresentation may constitute serious misconduct.

## **23. Alcohol, Drugs and Impairment**

Learners must not participate in College activities while their behaviour is materially impaired by alcohol, illegal drugs or other substances in a manner that creates a safety, learning or professional risk.

Where a concern relates to safeguarding or immediate safety, the College may take proportionate protective action.

## **24. Violence, Threats and Weapons**

Threats of violence, intimidation, physical aggression or possession/use of prohibited weapons in connection with College activities are unacceptable.

Any immediate risk to safety should be escalated through appropriate emergency or safeguarding procedures.

The College does not attempt to replace the role of law-enforcement authorities in relation to criminal conduct.

## **25. Extremist, Criminal or Harmful Activity**

Learners must not use College systems to facilitate criminal activity, targeted harassment, serious threats or other unlawful conduct.

Where there is a credible safeguarding, criminal or serious-risk concern, the College may escalate the matter to appropriate authorities where legally permitted or required.

## 26. Safeguarding

Where conduct indicates that a learner or another person may be at risk of abuse, exploitation, neglect or serious harm, the Safeguarding Policy applies.

Learners are encouraged to report safeguarding concerns promptly through the designated route.

Current UK safeguarding guidance emphasises immediate action and clear reporting routes for concerns about children and young people, including in online environments. [cite turn0search11](#)

Where the College's programmes are intended solely for adults, safeguarding procedures may still apply to vulnerable adults or other persons at risk.

## 27. Equality and Accessibility

Learners must respect approved reasonable adjustments and accessibility arrangements.

A learner must not deliberately interfere with another learner's access arrangements or mock, expose or target a person because of a disability or support need.

Accessibility concerns should be raised through the Accessibility Statement and Learner Support Policy.

## 28. Group Work and Collaboration

Learners participating in group work must contribute fairly and communicate professionally.

Where an assessment requires individual work, collaboration must remain within the permitted boundaries.

Disputes within group work should be raised with the tutor or programme team rather than resolved through harassment or retaliation.

## 29. Social Media

Learners remain responsible for their conduct when using social media in connection with College activities.

The College does not generally regulate lawful private opinions unrelated to College activities. However, conduct that targets members of the College community, misuses confidential information, impersonates the College or materially disrupts College activities may be addressed under applicable policies.

## 30. Use of the College Name and Brand

Learners must not represent themselves as authorised spokespeople for UK College of IT unless expressly authorised.

The College name, logo, certificates and other branding must not be used in a misleading manner or to imply endorsement of a commercial activity without permission.

## 31. Complaints and Reporting Concerns

Learners may raise concerns through the Complaints Policy.

Concerns about assessment results or eligible academic decisions should normally be handled under the Assessment & Appeals Policy.

Academic-integrity concerns are handled under the Academic Integrity & Plagiarism Policy.

Safeguarding concerns should be reported through the Safeguarding Policy.

## **32. Reporting Misconduct**

A learner who witnesses serious misconduct is encouraged to report it to [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk).

Reports should be made in good faith and should contain as much relevant information as reasonably available.

Knowingly making a false or malicious allegation may itself be addressed under this Code or another relevant procedure.

## **33. No Retaliation**

No learner should be disadvantaged for raising a genuine concern or cooperating honestly with an investigation.

Retaliation, intimidation or attempts to discourage another person from making a legitimate report are unacceptable.

## **34. Initial Response to a Conduct Concern**

Where a concern is raised, the College may first assess whether immediate protective action is required and which policy or procedure applies.

Minor issues may be addressed through informal guidance or an educational discussion. Serious or repeated issues may proceed directly to a formal process.

## **35. Investigation**

A conduct investigation should be fair, proportionate and, where practicable, impartial.

The College may review relevant communications, learning-platform records, assessment information, witness statements, screenshots, documents and other relevant evidence.

The learner should normally be informed of the concern and given a reasonable opportunity to respond before a significant sanction is imposed.

## **36. Suspension or Interim Measures**

Where necessary to protect learners, staff, assessment integrity, systems or evidence, the College may apply proportionate interim measures while an investigation is ongoing.

Interim measures are not necessarily findings of misconduct.

Examples may include temporary restrictions on access to a particular session, platform area or communication channel.

### **37. Possible Outcomes**

Depending on seriousness, evidence and circumstances, outcomes may include:

- informal guidance;
- educational intervention;
- written warning;
- formal warning;
- requirement to undertake relevant training;
- restrictions on participation or platform use;
- assessment consequences where another policy applies;
- suspension from a programme or activity;
- termination of enrolment or relevant service relationship where lawful and proportionate; or
- referral to another College procedure or competent authority.

### **38. Proportionality**

Any sanction should be proportionate to the seriousness of the conduct.

The College may consider intent, impact, repetition, previous conduct, learner experience, clarity of the rule, cooperation, mitigating circumstances and any relevant safeguarding or accessibility factors.

### **39. Aggravating Factors**

Aggravating factors may include deliberate deception, threats, targeted harassment, repeated misconduct, retaliation, serious academic fraud, misuse of personal data, interference with an investigation or significant risk to others.

### **40. Mitigating Factors**

Relevant mitigating circumstances may include genuine misunderstanding, limited prior experience, evidence of prompt cooperation, acknowledgement of responsibility or other circumstances affecting the seriousness of the conduct.

Mitigation does not automatically remove responsibility.

### **41. Appeals and Reviews**

Where a formal sanction is imposed, the learner may have a right to request review or appeal depending on the procedure used.

Assessment decisions should be appealed under the Assessment & Appeals Policy.

Complaint decisions should be reviewed under the Complaints Policy where a review stage is available.

## **42. Confidentiality and Data Protection**

Conduct concerns will be handled confidentially to the extent reasonably possible.

Personal information will be processed in accordance with the Privacy Policy and applicable data-protection law.

Information may be shared where necessary for investigation, safeguarding, academic integrity, legal compliance or protection of individuals and systems.

## **43. Records**

The College may maintain records of significant conduct concerns, investigations, outcomes and sanctions.

Records should be accurate, secure, proportionate and retained according to applicable retention requirements.

## **44. Quality Assurance and Monitoring**

Aggregate conduct information may be reviewed as part of quality assurance to identify recurring problems, learner-support needs, online-learning risks or opportunities to improve communication and policy.

Monitoring should not be used to unfairly profile individual learners.

## **45. Staff and Tutor Responsibilities**

Staff and tutors are expected to model professional conduct, apply rules consistently, respond appropriately to concerns and escalate serious matters.

Staff should not impose significant sanctions outside the approved College procedures unless an applicable procedure expressly authorises them.

## **46. Learner Support**

A conduct issue does not prevent the College from considering whether the learner requires support, accessibility adjustments or safeguarding intervention.

Support does not remove responsibility for misconduct, but relevant circumstances may be considered when determining an appropriate response.

## **47. Policy Review**

This Code will be reviewed at least annually and following significant legal, regulatory, safeguarding, academic or operational changes.

The College may update this Code to reflect changes in digital learning, AI, cybersecurity, equality, safeguarding or assessment practice.

## 48. Contact

Learner Services: [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk)

Conduct / Disciplinary Contact: [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk)

Complaints: [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk)

Safeguarding: [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk)

Quality Assurance: [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk)

General Enquiries: [info@ukcollegeofit.uk](mailto:info@ukcollegeofit.uk)

## Appendix A – Learner Conduct Acknowledgement

I confirm that I have received or been given access to the UK College of IT Learner Code of Conduct and understand that I am expected to comply with it throughout my programme.

Learner name: \_\_\_\_\_

Learner reference: \_\_\_\_\_

Programme: \_\_\_\_\_

Signature / electronic confirmation: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B – Conduct Incident Record

Case reference: \_\_\_\_\_

Date reported: \_\_\_\_\_

Person reporting: \_\_\_\_\_

Learner involved: \_\_\_\_\_

Programme: \_\_\_\_\_

Nature of concern: \_\_\_\_\_

Relevant policy: \_\_\_\_\_

Immediate risk identified: \_\_\_\_\_

Evidence reviewed: \_\_\_\_\_

Learner response: \_\_\_\_\_

Decision: \_\_\_\_\_

Outcome / sanction: \_\_\_\_\_

Review / appeal route: \_\_\_\_\_

Closure date \_\_\_\_\_

## Appendix C – Learner Conduct Checklist

- ☐ I treat learners, tutors and staff respectfully
- ☐ I follow online classroom and communication rules
- ☐ I submit authentic academic work
- ☐ I follow AI and assessment instructions
- ☐ I protect my account credentials
- ☐ I respect privacy and confidentiality
- ☐ I do not share recordings or private learner information without permission
- ☐ I respect accessibility and reasonable adjustments
- ☐ I use College systems lawfully and responsibly
- ☐ I report serious safeguarding or security concerns appropriately
- ☐ I use complaints and appeals procedures rather than intimidation or pressure
- ☐ I comply with reasonable College instructions

## Appendix D – Related Policies

- Academic Integrity & Plagiarism Policy
- Assessment & Appeals Policy
- Complaints Policy
- Equality, Diversity & Inclusion Policy
- Accessibility Statement
- Safeguarding Policy
- Learner Support Policy
- Privacy Policy
- Quality Assurance Policy