

English UK Qualifications Code of Conduct



The code of conduct is used to ensure all participants can benefit from the course and act in line with the core values of English UK – community, inclusivity, integrity, responsibility, sustainability. [Read our mission, vision and values.](#)

English UK strongly believes in maintaining the dignity and respect of all individuals. We are all responsible for ensuring we behave in an appropriate manner, showing respect for other participants, tutors, staff and others we encounter during the course. If you have any concerns, please raise it with one of the tutors or English UK staff.

General

We ask that all participants:

- participate fully in all sessions, both online and in-person.
- be willing to share your experiences and listen to others.
- behave in a friendly, co-operative, polite and respectful manner towards all participants, tutors and English UK staff in all forms of interaction.
- attend all sessions and have the session be your sole focus without distraction.
- be respectful of each other's time and boundaries. Be mindful when contacting individuals in the group and your tutors outside of traditional working hours or on personal devices.
- ensure that all work submitted is your own and not written by another person or a software programme. English UK reserves the right to use anti-plagiarism software, if required.

Online

- You must have appropriate technology available to you during the online sessions. A reasonably sized screen, a webcam and microphone should be available and working for the sessions. Your webcam should remain on during the sessions.
- When joining the Zoom session, use your full name that you have registered with, so we know who is joining.
- Be aware of your surroundings, and be located in a quiet setting, particularly as you will be sharing your video and microphone at times. If there are any unexpected noises, please mute your microphone or stop the video as needed, until you can re-activate.
- Do not share the link to the sessions with anyone else. Only participants on the course may attend. There are no transfers for any sessions.
- Do not record or photograph the session or share any images of the online sessions.
- If your behaviour is inappropriate in any way, the tutor will immediately mute microphone/stop video/stop chat access as needed and warn you that if the behaviour continues, you will be removed from the session. Or, if the behaviour is serious enough you will be immediately removed from the session, and your place on any future sessions may be withdrawn.

We will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender, marriage/ civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation.

Thank you for your understanding and co-operation in ensuring that we all work together to maximise the positive participation and the learning of everyone involved in the course.

If you have any questions, please contact [Eleanor Thomas](#).