



**Higher Education Services
Student Code of Conduct
& Procedure**

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Higher Education Services Student Code of Conduct & Procedure

1.0 Introduction

1.1 FutureLearn is committed to fostering a safe and inclusive environment for all individuals engaged in its learning community. All participants are expected to uphold the principles of dignity, respect, and mutual consideration in their interactions.

1.2 This procedure outlines the approach FutureLearn will take when a student's behaviour is reported to be inconsistent with its value of social learning or expectations. It is designed to protect the integrity of the learning environment by ensuring that concerns related to non-academic misconduct are addressed promptly, consistently, and fairly.

1.3 The following links are to be accessed and read alongside this policy for BU and RU students.

- Brunel University (BU) [Student Code of Conduct](#)
- Roehampton University (RU) [Student Code of Conduct](#)

2.0 Definition and Handling of Misconduct

2.1 Misconduct refers to any behaviour that disrupts the functioning of the institution, compromises the integrity of its operations, or causes reputational harm to FutureLearn or its community.

2.2 Due to the serious implications of a misconduct finding, any alleged behaviour must clearly fall within the scope of the definition provided above. Students have the right to contest allegations by demonstrating that their actions, even if described in the examples below, do not constitute misconduct because they neither interfere with institutional operations nor damage FutureLearn's reputation.

2.3 All allegations of misconduct will be addressed in accordance with FutureLearn's established [Student Disciplinary Procedures](#), ensuring a fair, transparent, and consistent process, or partner processes as outlined in 1.3.

3.0 Examples of Behaviour that May Constitute Misconduct

3.1 The following actions may be treated as misconduct:

- I. Disruption of Activities:** engaging in behaviour that impedes or obstructs academic, administrative, or other institutional functions, whether within FutureLearn's digital platforms or in any affiliated setting.
- II. Interference with Individuals:** obstructing or interfering with the responsibilities or activities of students, staff, contractors, or other authorised representatives of FutureLearn.
- III. Aggressive or Offensive Conduct:** displaying violent, indecent, disorderly, threatening, or offensive behaviour or language, whether online, on-site, or in connection with FutureLearn-related activities.
- IV. Fraud and Dishonesty:** acting in a fraudulent, deceptive, or dishonest manner in relation to FutureLearn, its staff, or students, including during enrolment or participation in academic activities.

- V. Endangerment or Damage:** engaging in conduct likely to cause harm to individuals or damage to property associated with FutureLearn.
- VI. Substance Misuse:** being under the influence of alcohol or controlled substances while participating in FutureLearn activities or accessing its premises.
- VII. Harassment:** harassing or targeting any student, staff member, employee, or representative of FutureLearn for any reason.
- VIII. Violation of Institutional Policies:** breaching FutureLearn's Code of Practice on Freedom of Speech or any other institutional rules, policies, or regulations.
- IX. Academic Dishonesty:** engaging in dishonest practices related to English language testing, academic assessments, or examinations, including cheating, plagiarism, or falsification of results.
- X. Violation of Assessment Protocol:** failing to comply with examination procedures or causing disruption during assessments may be treated as misconduct.
- XI. Damage to Property:** intentionally or carelessly causing harm to property belonging to FutureLearn or other members of the learning community including theft or unauthorised removal of items will be subject to disciplinary review.
- XII. Improper Use of Facilities and Equipment:** misusing institutional resources, including physical spaces or digital tools such as computers and learning platforms, may constitute misconduct.
- XIII. Improper Use of Social Media:** misusing this media to target students and FutureLearn in a negative and damaging manner.
- XIV. Criminal Activity:** engaging in unlawful behaviour may be considered a breach of conduct if:
- It involves or impacts other students, staff, or community members.
 - It brings disrepute to FutureLearn.
 - It aligns with misconduct as defined in this policy.
 - It involves dishonesty and the student holds a position of responsibility within the institution.
- XV. Reputational Harm:** any action that negatively affects the public image or credibility of FutureLearn may be treated as misconduct.
- XVI. Failure to Provide Identification:** refusing to supply your name or other relevant personal details when reasonably requested by FutureLearn staff or representatives may result in disciplinary action.
- XVII. Non-Compliance with Sanctions:** ignoring or failing to comply with a disciplinary penalty previously imposed under this Code may lead to further consequences.

4.0 Misconduct Involving Criminal Offences

4.1 Some forms of misconduct may also be criminal in nature. FutureLearn does not conduct criminal investigations but may refer incidents to the police. While the decision to report typically rests with the affected individual, FutureLearn may, in exceptional cases and following a risk assessment, notify authorities if the safety of individuals or the wider community is at risk. The rationale for such action will be communicated to the affected party.

4.2 If a student is under police investigation, they must keep FutureLearn informed of any developments. Disciplinary proceedings may be paused until legal matters are resolved, but FutureLearn reserves the right to continue its process regardless of the outcome in court.

4.3 Students must inform FutureLearn within five working days to the Academic Quality Lead, quality@futurelearn.com of:

- Any bail conditions
- Criminal charges
- Criminal convictions

4.4 Relevant Offences requiring disclosure to the Academic Quality Lead include, but are not limited to:

- Acts of violence or harm
- Drug-related crimes
- Firearms offences
- Sexual offences
- Child abuse imagery
- Computer misuse
- Terrorism-related offences

4.5 Students enrolled in regulated programmes (e.g., healthcare, or social work) must disclose any convictions, regardless of rehabilitation status, within five working days to the Academic Quality Lead.

5.0 Reporting Misconduct

5.1 Non-academic misconduct can be reported using [Report and Support](#).

5.2 If a report is submitted with contact details, there will be a response within five working days from the Academic Quality Lead or nominee. Where an individual making a report has been directly impacted by the reported misconduct, a meeting will be offered to explain possible next steps and support options.

5.3 Anonymous reporting of non-academic misconduct will not normally lead to a disciplinary investigation being launched under this procedure, but where there is a safeguarding or profoundly serious concern, we may act on anonymous reports. FutureLearn also uses information from anonymous reports to inform our understanding, resourcing, and campaigns.

5.4 The Student Services team is able to provide advice, as required, to anyone who is concerned about the conduct of a student. Anyone who is concerned should contact and take advice from the team before taking any action.

6.0 Monitoring

6.1 The Student Code of Conduct and Procedure will be kept under review and formally reviewed every three years.