Student Enrolment and Study Regulations

These Regulations explain the responsibilities that apply when you enrol, study and complete an IJF Academy programme. Read them with your programme's Student Handbook, Student Agreement and published schedule. Requirements specific to a programme apply to that programme only.

Enrolment and your student account

Follow the entry and nomination requirements for your programme. The Handbook assigns student nomination to IJF-affiliated National Judo Federations. Nomination does not replace the programme's entry requirements.

Use your own personal email address for registration and access throughout your studies. Keep your profile accurate and complete the required registration details, Student Agreement and identity uploads using the platform guides. Provide the required passport-style photograph, official reference image and copy of your national ID or passport through the designated platform functions.

Keep your login details private and do not allow another person to use your account or take an assessment for you. To change your registered email address, contact **academy@ijf.org**.

Learning and participation

Follow your programme's published schedule and requirements for online learning, assessment, progress monitoring and practical participation. Check your platform account and registered email regularly. You remain responsible for keeping track of your work and completing the required activities.

Learning materials are available through the platform, including resources that can be downloaded for personal study. Check the Handbook's device, browser and camera guidance. Use the language arrangements published for your programme; translating the platform interface does not change the programme's assessment language.

Assessment requirements

Pass marks, examination attempts, monitoring checkpoints and submission requirements differ between programmes. Follow the relevant Handbook section and the Assessment and Academic Integrity Policy. Trial or Practice Tests provide preparation and feedback; their results do not contribute to the final grade.

Where camera identification is required, follow the Handbook instructions for your reference photograph, camera position and examination conditions. Report a technical problem to the Academy and follow your programme's published arrangements for a missed or unsuccessful assessment.

For UDJM, submit a **500-character forum post** for each module on the instructor's topic or activity, and comment on at least two classmates' contributions. The 500-character requirement applies to your own module post.

Communication and learning support

Contact your tutor through the programme forum, chat or tutor email for study guidance. For Academy enquiries, use **Contact Us** in English and include your name, country, programme and request. External social-media messages do not replace this route. Use private communication for personal circumstances or support needs.

Study progress and completion

Checking progress and resolving difficulties

After signing in, review **My Courses → Online Result** and the **Test Details** for your assessments. Contact **academy@ijf.org** about a missing result or a question about your record.

Failure to meet a monitoring checkpoint can restrict or cancel course access under your programme's Handbook. If illness, injury, a personal difficulty or a technical problem affects your studies, explain the circumstances to the Academy. Requests for restoration of access, reassessment or re-enrolment follow the published programme rules; an additional attempt or extension is not automatic.

Practical requirements and qualification

Complete all required online, practical, project and placement components for your programme. Passing online modules alone does not complete a qualification. Follow the relevant practical-session instructions, assessment criteria and safety directions, and tell your instructor if an injury or other condition affects safe participation.

For UCJI, submit and upload the required First Aid and Dan Grade Certificate for verification. The Handbook requires at least a basic certificate completed in your country of residence; a first-aid subject within higher education is not accepted in its place. The qualification cannot be issued until the required certificate has been provided.

Your qualification is issued once all completion requirements are met. Certificate copies are available through your platform profile. Report errors in your details or academic record to the Academy.

Fees and changes to your studies

To request a study break or withdraw, write to **academy@ijf.org**. Consult your programme's Handbook on completion limits, the validity of previous results and re-enrolment. Ask the Academy to clarify how these rules apply to you if needed.

Fees, payment and refund conditions are set out in the Handbook, programme information and Student Agreement. The Handbook requires the nominating National Judo Federation to pay course fees by bank transfer. Withdrawal does not automatically entitle you to a refund.

Student conduct and support

Act honestly in applications and assessments, submit your own work and acknowledge your sources. Treat others respectfully and follow the Code of Honour and Ethics Policy. Handle other people's information responsibly and use the Privacy and Data Protection Policy for questions about your personal data.

You may request support with barriers to participation under the Equality Inclusion and Reasonable Adjustments Policy. Any support must preserve the programme's required learning outcomes and essential practical skills.

Complaints and appeals

To complain or appeal against an Academy decision, including assessment results, use **Contact Us** and select **"Complain"** or **"Appeal"**. Describe the issue in detail and include your name, country, programme and request. The Head of Institution communicates the final appeal decision under the Handbook procedure.

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