Terms of Uploading

These terms explain how to submit material to IJF Academy, who may see it and how it may be used. They cover coursework, projects, practical evidence, forum contributions and supporting documents. Read them with your programme's Student Handbook, Assessment and Academic Integrity Policy, and Privacy and Data Protection Policy.

Submit to the correct place

Use the upload area and file format specified for the task. Check that the file is complete, readable and submitted, and keep your own copy and any submission confirmation. Follow the deadlines and assessment arrangements in your programme's Handbook and task instructions.

- **UDJM Diploma Project** — Upload a PDF in **"Upload Space Diploma Project"**. A project attached to your profile or sent by email is not evaluated.
- **UDJM module forums** — Submit a minimum **500-character** post for each module and comment on at least two classmates' contributions.
- **Practical video evidence** — Use video only where your programme permits it and obtain any permission required by the Handbook. Uploading a video does not automatically replace attendance or a practical assessment.

Check who can see your upload

Course forum contributions are visible to the relevant participants and staff. Assessment submissions are for authorised educational use; peer access applies where the activity instructions provide for it. Submitting an assessment does not authorise public publication or advertising.

Use the designated profile or identity functions for passport or ID copies, reference photographs and other required registration documents. Keep health information, complaints and other private details out of forums. Ask **academy@ijf.org** if you are unsure which private route to use.

Use material you are entitled to share

Submit your own work and acknowledge quotations, sources and collaborators as required by the Handbook. You must own the material or have a lawful basis to use and share it with the intended audience. A citation alone is not permission to reproduce protected material, and educational use is not a blanket copyright exemption.

For photos, recordings or group work, obtain any necessary permissions from contributors and identifiable people, including a parent or guardian where required for a child. Share only personal information needed for the task. Forum access does not give you permission to republish another person's contribution elsewhere.

Keep uploads safe and respectful

Do not upload unlawful, infringing, threatening, harassing or exploitative content, malware, passwords, forged documents, impersonated work or unauthorised examination material. Respect the Code of Honour and Ethics Policy. Respectful criticism and good-faith complaints are permitted.

Your rights and support

Ownership and permission to use your work

You retain ownership of your work. Uploading gives the Academy a non-exclusive, royalty-free permission to host, store, back up, technically convert and use the material only as needed for the stated educational purpose and audience, including assessment, feedback, support, quality review and security. This permission must respect your authorship and the meaning of your work.

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Personal information and privacy

GC Academy Limited is the data controller for Academy processing. Contact **academy@ijf.org** about privacy. The Privacy and Data Protection Policy explains purposes, access, retention and your rights. Uploading a file or allowing camera access is not blanket consent to every use of personal information. The copyright permission above does not replace data protection requirements.

Mistakes and technical problems

If a file is wrong, unreadable or cannot be submitted, contact your tutor or **academy@ijf.org**. Identify the programme, activity, upload location and problem, with relevant error details. Avoid posting private documents in a forum to obtain help. Ask how a correction or interrupted submission will be handled under the applicable assessment arrangements. Reporting a problem does not itself grant an extension or another attempt.

Removal and necessary retention

Request correction or removal through **academy@ijf.org**, identifying the material and reason. Deleting a visible upload may not remove every copy. Material may need to be retained for assessment records, an appeal, security or a legal obligation, only as necessary for the relevant purpose. Ask for an explanation where removal is restricted. Retained copies must not be reused for unrelated purposes, and your data protection rights remain available.

Concerns and decisions about your upload

Report a rights, privacy or safety concern to **academy@ijf.org**, with the upload location and relevant details. Access to material may be restricted or material removed where necessary to address the concern, with an explanation where lawful. Removal alone does not establish academic misconduct; academic consequences follow the applicable published procedure.

For a complaint or appeal, use **Contact Us** and select **"Complain"** or **"Appeal"**. Write in English and include your name, country, programme and a detailed description. The Head of Institution communicates the final appeal decision under the Handbook procedure.

You are responsible for lawful submissions; the Academy remains responsible for its own handling of them. These terms do not impose an unlimited indemnity or remove mandatory consumer, data protection or other legal rights.

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