

## Policies and Procedures Code of Conduct

Students are expected to behave appropriately at all times. Hawthorn-Melbourne may suspend or cancel your course if you:

- refuse to or prove unable to maintain approved care arrangements (only for students under 18 years of age);
- engage or threaten to engage in behaviour that is reasonably believed to endanger you or others within Hawthorn-Melbourne;
- are at risk of committing a criminal offence;
- behave in a way that is unacceptable, inside or outside the classroom, including breaches of academic integrity.

If your enrolment is suspended or cancelled by Hawthorn-Melbourne there will be no refund of any remaining fees.

### Student Code of Conduct

This Code of Conduct establishes the following standards of behaviour as requirements of all students at Hawthorn-Melbourne. You must:

1. Follow the rules of Hawthorn and act on reasonable directions from staff.
2. Not submit work as your own that has been unreasonably aided by technology or by another person.
3. Use all equipment correctly and safely.
4. Show respect for all people.

The following behaviour is not acceptable:

- a. Doing anything unlawful, violent or unsafe in or out of class / on and off campus.
  - b. Bullying, hitting, harassment (including sexual harassment), abuse, stalking, being aggressive
  - c. Damaging or stealing property
  - d. Carrying or using drugs or alcohol
  - e. Carrying or using weapons
  - f. Smoking in non-smoking areas
  - g. Spreading gossip, or rumours
  - h. Displaying or forwarding pornography
  - i. Misuse of mobile phone cameras, using the internet or email for pornography or violent purposes
  - j. Posting inappropriate, offensive or misleading content online, including in online forums.
  - k. Discrimination under Australian law on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity.
5. Relationships of a sexual or otherwise intimate nature between staff and students are not acceptable in any circumstances.

### Breaches of the Code of Conduct:

When the Hawthorn Code of Conduct is broken the following will occur:

1. Even if no complaint has been made, Hawthorn will decide how to investigate an incident and will initiate the investigation. The student involved will be notified.
2. A decision will be made about whether misconduct has occurred.
3. The Principal will decide whether to suspend or cancel the student's enrolment and inform the student in writing.
4. If an under 18 student is involved, parents will be informed.
5. If an under 18 student has their enrolment suspended or cancelled, Hawthorn will monitor their accommodation, support and welfare arrangements until:
  - a. the student is accepted by another education provider
  - b. the student leaves Australia
  - c. other arrangements under Migration Regulations can be made or
  - d. Hawthorn reports to the Department Home Affairs that it can no longer approve of the student's arrangements.
6. If a student has broken Australian law the police will be informed.
7. Investigations will be started and finished within five working days. Hawthorn accepts responsibility to be fair in the process.
8. Students will be notified of Hawthorn's intention to suspend or cancel their enrolment and will have 20 working days to appeal as per Hawthorn's Complaints and Appeals Procedure at:  
[www.hawthornenglish.edu.au/apply/policies-procedures](http://www.hawthornenglish.edu.au/apply/policies-procedures)
9. Hawthorn will maintain the enrolment of the student until the internal process under the Complaints and Appeals Procedure has been completed.

### IMPORTANT

Transfer, deferral, suspension or cancellation of your course may affect your student visa. The Department of Home Affairs (DHA) will assess each student's situation individually in accordance with the DHA policies relating to student visas. You are advised to seek advice from DHA before making any changes to your course. For more information visit the DHA website [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) or telephone the DHA helpline on 131 881. Please refer to Hawthorn-Melbourne's Complaints and appeals Procedure, if you wish to appeal against a decision made by Hawthorn-Melbourne staff. The Complaints and Appeals Procedure can be viewed at:  
[www.hawthornenglish.edu.au/apply/policies-procedures](http://www.hawthornenglish.edu.au/apply/policies-procedures)

This agreement, and the availability of complaints and appeals processes, does not remove the right to take action under Australia's consumer protection laws. Hawthorn-Melbourne's dispute resolution processes do not circumscribe your rights to pursue other remedies.