

# Hills International Institute of Education

105-111 Johanna St, Jimboomba Qld 4280 +61 (7) 55479666

[enquiries@hiie.edu.au](mailto:enquiries@hiie.edu.au)

[www.hiie.edu.au](http://www.hiie.edu.au)



## **HIIE STUDENT CODE OF CONDUCT POLICY**

HIIE has outlined the expected behaviors of student(s) and staff and has drafted the processes and procedures of academic intervention when a student(s) breaches the code of conduct, irrespective of the student's enrolment and study status.

### **Student Code of Conduct**

Please refer to Misconduct Policy for more details. HIIE provides quality education and training to clients who are encouraged to strive for excellence and attain their personal and career goals. HIIE acknowledges and accepts that unacceptable student behaviour can have a negative impact on the work performance of other students and clients. At HIIE, all students, clients, staff, visitors and contractors are expected to behave in a polite and considerate manner when dealing with other students, staff and members of the general public. Students, clients and staff at HIIE have a right to work and study in an environment free from the following:

- Harassment;
- Discrimination; and
- Threatening behaviour/bullying.

### **Students, clients, and staff at HIIE have these responsibilities:**

- Respect the rights of others;
- Respect social differences and diversities; and
- Respect the privacy and confidentiality of others.

### **Students and clients can have these expectations of the staff at HIIE:**

- Treat all people in a fair, equal and non-discriminatory way;
- Be professional in the administration of their duties; and
- Be above reproach in the areas of honesty and integrity.
- Behave in a manner that does not interfere with the learning of others;
- Conduct themselves in a responsible and professional manner while attending classes, online forums, other online media meeting places and/or on work experience; and obey any reasonable request by a HIIE staff member.

### **Unacceptable behaviour:**

- Discrimination, harassment, verbal abuse and physical assault;
- Making defamatory, racist or sexist and/or inappropriate comments while on campus and/or on online platforms;
- Intimidating and/or threatening behaviour;
- Behaving in a disruptive manner such as swearing, yelling or using offensive language in any environment;
- Endangering the safety of yourself or others;

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- Socialising publicly and/or privately with staff whilst enrolled as a student unless at an event organised and/or approved by the Registrars;
- Breaching relevant State and Federal Laws, e.g. Workplace Health and Safety;
- Selling, using, distributing and/or being in possession or under the influence of drugs while attending classes/work experience and during online training and assessments;
- Selling, consuming, distributing or being under the influence of alcohol while attending classes/work experience and during online assessments;
- Directly or indirectly engaging in any activity which could by association cause HIIE public embarrassment or other damages;
- Wilful damage to or theft of HIIE's property, or property entrusted to HIIE's care;
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature;
- Failure to abide any trainers/supervisors/managers' reasonable request and/or direction;
- Unauthorised use of HIIE intellectual property including HIIE name, logo, training manuals/materials, trademarks, designs, confidential information and copyright material;
- Speaking languages other than English in classrooms and in online forums such as Skype;
- Smoking inside campus buildings/classrooms or within 5 metres of a campus entrance. Smoking is not allowed in carparks and the landlord has the right to fine students up to \$200.

## **Breaches of Code of Conduct where behaviour is unacceptable, disciplinary action may be taken.**

This action may consist of but is not limited to the following:

- Excluding and/or refusing entry to a classroom, online forums, other online media meeting places and/or on work experience if the behaviour is disruptive or dangerous;
- Suspension of studies by the Registrars / HIIE RTO Manager;
- Expulsion from HIIE by the Registrars / HIIE RTO Manager; and in cases of criminal behaviour, the police will be notified. Refer to "Disciplinary Procedures" below for further information on managing breaches of the student code of conduct. Trainers/tutors are responsible for setting the standards within a learning environment and upholding the principles of equal opportunity. They may not be aware that an individual's behaviour is making participation difficult for other students. If you feel that you are being subjected to any breaches of this Code, by any person, please bring this situation to the attention of your Trainer/trainers. This person will have information about HIIE's Complaints & Appeals Policy and Procedure that can assist in resolving these issues. If you feel further action is required, contact the Registrars.

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## **Disciplinary Procedures**

In the case of misconduct by a student on the premises, a member of staff may immediately suspend the student from attending the class/learning activity for a period not exceeding 8 hours. For online students, the suspension is no more than a week. The staff member requesting for the suspension will advise Student Services / Registrars immediately and complete a student report. The Registrars will advise the student of the reason for suspension and will give the student reasonable opportunity to be heard in respect to the misconduct. At this point, the Registrars will have the following options:

- Modify or dismiss the charge;
- Reprimand and warn the student against repetition of the breach of discipline; or
- Recommend that further action be taken. The Registrars will, upon receiving notification, review the decision and circumstances within 7 days to decide on the following options:
  - Modify or dismiss the charge;
  - Expel the student; or
  - Take further action as deemed appropriate.

## **Disciplinary Appeal Process**

If the student wishes to appeal against the decision made, they must complete a Complaints/Appeals Application Form within 20 days of the decision being made. The appeal will be dealt with in accordance with the HIIE's Complaints Policy and Procedure.