



# Diversity and Equity Policy and Procedure

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## 1. Purpose and Scope

This policy and procedure provide a framework to ensure the Russo Business School is an inclusive environment where diversity is celebrated and where students, staff and visitors feel welcome, safe and supported.

This policy and procedure apply to all members of the Russo Business School higher education community.

## 2. Definitions and Abbreviations

**Disability** is broadly defined in the Disability Discrimination Act (DDA) as having any of a wide range of physical, mental health or learning conditions, including: Loss or damage of a bodily or mental function. *Refer to the Student Services Policy for expanded definition.*

**Diversity** – Understanding that each individual is unique and recognising individual differences. This can include dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, or other ideologies. To celebrate diversity is to move beyond tolerance to embracing the rich dimensions of diversity contained within each individual.

### **Equity subgroups include:**

- People from non-English Speaking Backgrounds
- First Nations peoples
- People with a disability
- People from socio-economically disadvantaged backgrounds
- People from remote, rural or isolated areas
- Women studying in non-traditional areas

**Inclusivity** – the quality of trying to include many people of different cultures, beliefs, backgrounds and identities and treat them fairly and equally.

**Reasonable adjustment** refers to a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students (*Disability Standards for Education 2005*).

**Reasonable adjustment of learning** refers to a reasonable adjustment to a unit or course that may alter the activities or resources but still retains the overall learning outcomes of the course.

## 3. Policy Objectives

Russo Business School is a diverse higher education institution providing students with unparalleled opportunities through innovative business, leadership and entrepreneurial courses. Russo Business School aspires to be a higher education provider characterized by academic excellence, intellectual integrity and ethical practice. Russo Business School expresses its distinctive identity by creating a welcoming community of staff and students that –

- reflects its ethos
- values and celebrates the diversity of the higher education community
- expresses a commitment to access and equity
- demonstrates ethical conduct
- highlights the primary values of human respect, dignity and freedom
- appreciates the importance of cross-cultural knowledge
- demonstrates acceptance of cultural diversity, and
- aims to ensure that the diverse nature of Australian society is reflected in all aspects of its employment and education.

## 4. Implementation

The Dean of Studies, Subject Co-ordinators and Resource Centre staff will endeavor to support all students in their learning at Russo Business School and ensure all students have equivalent opportunity to transition to higher education and achieve success in their studies.

Russo Business School will:

- Ensure that students and staff are treated with respect and not discriminated against based on gender, age, ethnicity, race, marital status, sexual preference, disability, socio-economic background, education background, geographical region, political beliefs or religion
- Recognise and respect diversity of background and language of all students, including First Nations people, international and domestic students
- Provide support for students to assist their studies
- Ensure that admissions processes respect diversity and are transparent and applied in an equitable manner
- Provides reasonable adjustment of resources and learning to support people with a disability where the disability has been disclosed
- Provides equal opportunity for women and all people in the workplace to promote diversity
- Keeps confidential all information provided regarding disclosures relating to disability or other requests for support or reasonable adjustments to learning
- Provides all students, including specific equity groups listed below, with equivalent opportunities for successful transition into and progression through its courses, irrespective of their educational background, entry pathway, place of study or mode of delivery.

## 5. Procedure

The Dean of Studies and Resource Centre staff can assist with all matters relating to academic and welfare issues.

### 5.1 Responsibilities

Russo Business School ensures that:

- Appropriate resources are provided to support students from diverse backgrounds and equity subgroups to encourage an inclusive environment
- Staff are assisted by student support services in programs for equity subgroups and where there are diverse cultural and linguistic backgrounds
- Diverse cultural and linguistic backgrounds are targeted in the dissemination of information regarding Russo Business School programs and recruitment processes to encourage diversity and to provide fair opportunity
- Admissions processes encourage participation from people with diverse backgrounds and all students get an equal chance in admissions irrespective of their race, ethnicity or culture.
- Reporting and monitoring of access, participation, retention and completion rates from various backgrounds occurs and is acted upon to promote diversity and equity

Students are responsible for:

- a) Acting in accordance with the purpose and objective in this policy
- b) Seeking assistance if learning resources need to be adjusted
- c) Making use of the available support and resources provided by Russo Business School

Staff are Responsible for:

- a) Acting in accordance with the purpose and objective in this policy
- b) Monitoring and identifying students who need support
- c) Advising students of the support available through the Resource Centre.

The Student Support Policy and Procedure provides details of support available.

## 5.2 Equivalent opportunities for transition

### **Scholarships**

From time to time Russo Business School may offer scholarships to prospective students or students in the equity sub-groups. Scholarship criteria will be published on the RBS website and applied transparently.

### **Orientation**

Students are provided with a comprehensive orientation program to ensure they are familiar with the layout of the campus, are able to access the Learning Management System and understand the range of support services (academic and personal) and key people available to students. Students also meet with a learning advisor to understand range of services available to support their studies. Students also have the opportunity to meet with program co-ordinator or teaching staff to discuss individual study goals or progress.

### **Course design and assessment**

Course design and learning materials are designed to encourage engagement through relevant assessments that are written in plain English. The course learning materials are offered in a variety of media formats, including text, images, videos and hands-on activities to accommodate varied learning styles and modes. Course Learning Outcomes and Subject Learning Outcomes are clearly stated and mapped to rubrics in the Subject Outlines.

### **Learning Environment**

Physical and digital learning environments are accessible, inclusive and safe. Accessible bathrooms, lecture theatres, social spaces and a prayer room is available at the Brisbane Campus.

## 5.3 Equivalent opportunities for progression

Russo Business School offers academic learning support to students including:

- a) Study skills
- b) Academic writing skills in English
- c) Information and Communications Technology (ICT) skills
- d) Referencing techniques and searching online databases
- e) Using the student Learning Management System (LMS)
- f) Learning support, including support for online or distance units of study.

Individual support is also available for students and may be offered by staff at Russo Business School or via external support services. The Resource Centre aims to assist in identifying appropriate support either internally or externally.

Staff at Russo Business School will endeavour to identify personal support for individual students to enable early intervention in a timely manner. Staff are encouraged to observe student behaviour and be alert to disruptive, aggressive, intimidating behaviour or other behaviours that may breach the Student Code of Conduct. Discussions with students will be conducted in a respectful and timely manner and consider referral protocols.

Russo Business School will consider requests for Reasonable Adjustment of learning within a subject or course or Special Consideration or Deferral in relation to a piece of submitted assessment or examination.

Application for a Reasonable Adjustment should be made to the Subject Co-ordinator who will consult with the Dean of Studies. The Dean of Studies will be the approving authority of reasonable adjustments.

Adjustments that may be made include, but are not limited to:

- a) Extensions to assessment or examination due dates or timeframes
- b) Alternative arrangements for assessment
- c) Alternative modes of delivery and resources
- d) Access to an assistant or support worker
- e) Adaptation to equipment or facilities

## 6. Complaints and Appeals

Students or staff who have been found to breach this policy may be subject to disciplinary action under the Student Code of Conduct Policy or Staff Code of Conduct.

If a student is not satisfied with a decision related to this policy, they may seek an appeal as outlined in the Student Complaint and Appeals Policy and Procedure.

If a staff member is not satisfied with a decision related to this policy, they may seek an appeal as outlined in the Staff Complaint and Appeals Policy and Procedure.

## 7. Related Legislation and Standards

[Anti-Discrimination Act 1991](#)

[Australian Qualifications Framework \(2<sup>nd</sup> ed, January 2013\)](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[Higher Education Support Act 2003 \(HESA\)](#)

[Information Privacy Act 2019 \(QLD\)](#)

[Privacy Act 1988](#)

[Racial Discrimination Act 1975](#)

[Tertiary Education Quality and Standards Agency Act 2015 \(TEQSA Act 2015\)](#)

## 8. Related Documents

### **Policies**

*Assessment Moderation and Progress Policy and Procedure*

*Admissions Policy and Procedure*

*Interruption to Studies Leave Policy and Procedure*

*Privacy Policy*

*Student Code of Conduct Policy and Procedure*

*Student Complaints & Appeals Policy and Procedure*

### **Forms and Agreements**

*Domestic Application Form*

*Interruption of Studies Request Form*

*Letter of Offer (Terms of Agreement and relevant conditions)*

*Recognition of Prior Learning and Articulation Form*

## 9. Accountabilities

The Board of Directors is responsible for review and approval of this policy and procedure.

Russo Business School is responsible for the distribution of this policy and procedure to students and the Russo Business School's higher education community via the website and other publications.

Delegated Authority	Delegation
<b>Governance</b>	
Board of Directors	Refer to the Terms of Reference
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
<b>Executives</b>	
Chief Executive Officer	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
<b>Management</b>	
Dean of Studies	Relevant to Accountability Statement
<b>Operatives</b>	
Subject co-ordinator	Relevant to Accountability Statement
Resource Centre Staff	Relevant to Accountability Statement

### Version control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2017	Ms Kathleen Newcombe CEO Education Group	Academic Board	13/6/2017	13/6/2018
2/2018	Dr Paul Greenfield Executive Dean, Russo Business School	Academic Board	25/06/2018	25/06/2019
3/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board (Minor amendment)	9/6/2020	9/6/2021
4/2022	Ms Kathleen Newcombe CEO (Education Group)	Board of Directors	13/07/2022	13/07/2024