# STUDENT EQUITY AND DIVERSITY PROCEDURE

**Governing Policy**
Student Equity and Diversity Policy

**Purpose**
This procedure sets out guidelines for staff how to operationalise the Student Equity and Diversity Policy.

**Definitions**
Unless otherwise defined in this document, all capitalised terms are defined in the glossary.

**Procedure**

1.  We ensure that admissions policies, requirements and procedures are documented and are applied equitably and consistently.

2.  AIB uses the same enrolment process and entry requirements for all applicants including, but not limited to, the following groups:
    (a)  People from non-English speaking backgrounds
    (b)  People with disabilities
    (c)  People from rural and remote areas
    (d)  People with exemptions or entering via alternative entry pathways
    (e)  People without prior higher education background
    (f)  First Nations peoples including Aboriginal and Torres Strait Islander peoples.

3.  All applicants and students have access to the AIB Student Code of Conduct Policy and Procedure which is publicly accessible on the AIB website.  AIB, through its Student Code of Conduct Procedures ensures that penalties are applied for inappropriate or discriminatory behaviour including racism, cyberbullying and harassment.

4.  We ensure that AIB's learning environment is free from harassment, discrimination and victimisation.  Where breaches are observed in recordings of class interactions or other AIB communication platforms the procedures described in the Student Code of Conduct Procedures are applied.

5.   We ensure that all products and services offered at AIB are inclusive of a range of student needs, including:
     (a)   access to credit transfer and recognition of prior learning processes
     (b)   the use of inclusive and non-discriminatory language in learning and assessment materials, marketing materials and the AIB website
     (c)   AIB learning materials are developed to the World Wide Web Consortium (W3C) Accessibility Guidelines to ensure students have equitable access to their study resources.  These Accessibility Guidelines support people with a wide range of disabilities. All materials can be printed to support those with intermittent internet access and needs requiring printed materials.

6.   We ensure the successful transition into and progression to completion of Courses of study is achieved, such as through tailored orientation programs to suit the needs of its student cohorts.

7.   All staff will observe AIB's commitment to access and equity requirements by ensuring that information relating to diversity and equity is available to all prospective students.

8.   Diversity and equity principles are communicated to staff through staff induction training; access to AIB's policies and procedures including Inclusive Language Guidelines; and professional development activities.

9.   Students who wish to object to discrimination or harassment that has taken place should refer to AIB's Student Grievance Handling Policy and Procedure for full information on the complaint or grievance process.

**Related Forms and Documents:**
AIB Employee Handbook
Application Forms
Formal Grievance and Internal Appeal Forms
Student Handbook

**Responsibility:**
Academic Dean

| | |
|---|---|
| **Current Status:** | **Version 1.2** |
| **Approved By:** | Academic Board |
| **Date of Approval:** | 1 November 2022 |
| **Effective From:** | **1 November 2022** |
| **Previous Versions:** | 19 June 2019 |
| | 26 April 2017 (*Diversity and Equity Policy V2*) |
| **Date of Next Review:** | 1 November 2025 |