

STUDENT DIVERSITY, EQUITY AND INCLUSION PROCEDURE

Governing Policy

[Student Diversity, Equity and Inclusion Policy](#)

Purpose

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

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. AIB will regularly review its policies, procedures, handbooks, subjects, and learning materials to ensure its diverse student community is accommodated, engaged and provided with equivalent opportunities for academic success. Reviews are scheduled across a range of registers and institutional plans as overseen by AIB governing bodies to ensure appropriate resourcing, reporting and timely action.
2. AIB applies a standard enrolment process for all applicants to ensure that the admissions and enrolment processes are free from discrimination and bias and have no known limitations that would be expected to impede progression and completion. Further, application forms are designed to allow notification of any learning assistance or reasonable adjustments that may be needed.
3. AIB will confidentially and securely record information and documentation provided by students regarding reasons for and any implemented reasonable adjustments; sharing of the information and documentation will be shared as needed with AIB staff responsible for direct support to the relevant students. AIB Support for Students Procedure provides further details for requesting specific support needs and reasonable adjustments.
4. 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 Policy ensures students are aware of expectations and requirements to maintain AIB's culture of respect, inclusion, and equity. Further, penalties applied for inappropriate or discriminatory behaviour including racism, cyberbullying, and harassment are documented in the Student Code of Conduct Procedure.

5. 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.
6. We ensure that all products and services offered for online learning 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 developed to meet the [World Wide Web Consortium \(W3C\) Accessibility Guidelines](#) and therefore 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.
7. 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.
8. All staff will observe AIB's commitment to access and equity requirements by ensuring that information relating to diversity, equity and inclusion is available to all prospective students.
9. Diversity, equity and inclusion principles are communicated to staff through staff induction training; access to AIB's policies and procedures including Inclusive Language Guidelines; and professional development activities.
10. AIB's annual academic governing report schedules require regular monitoring of access, participation, progression, completion, and graduate outcomes for a range of historically disadvantaged and under-represented cohorts. Reported findings will be used to inform admission policies and improvements of teaching, learning and support strategies for the identified cohorts.
11. Students who wish to report discrimination or harassment that has taken place should refer to AIB's [Student Complaints, Grievances and Appeals Policy and Procedure](#) for full information on the informal complaint and formal grievance processes. The Procedure also advises external agencies that students may contact where they are not satisfied with internal outcomes.
12. Details for staff designated to specific roles supporting students in equity and inclusion matters will be made available in Student Handbooks and on the student learning platform.

Related Forms and Documents:

AIB Employee Handbook
Application Forms

Formal Grievance and Internal Appeal Forms
Student Handbooks

Responsibility:

Academic Dean

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