

## INCLUSION POLICY

Approved by Council: 23 November 2016

Revised by Council: None



### Related Documents

Racial Discrimination Act 1975 (Commonwealth)

Sex Discrimination Act 1984 (Commonwealth)

Age Discrimination Act 2004 (Commonwealth)

Australian Human Rights Commission Act 1986 (Commonwealth)

Equal Opportunity for Women in the Workplace Act 1999 (Commonwealth)

Disability Discrimination Act 1992 (Commonwealth)

Equal Opportunity Act 2010 (Victoria)

Racial and Religious Tolerance Act 2001 (Victoria)

Charter of Human Rights and Responsibilities Act 2006 (Victoria)

United Nations Convention on the Rights of Persons with Disabilities

Higher Education Standards Framework

Admissions Policy (University of Divinity)

Grievances Policy (University of Divinity)

Statement of Rights, Responsibilities and Conduct of Members of the University (University of Divinity)

Information and Cyber Security Policy (University of Divinity)

### 1. Rationale and Objectives

1.1 The University of Divinity's mission is to "demonstrate how to live in unity with diversity". Human rights, social justice, embrace of diversity and support for vulnerable social groups are part of the University's ethos. The Inclusion Policy aims to enable this aspiration by providing the basis for an inclusive and accessible learning environment in which all students have equal opportunity, and which is free from unlawful discrimination and harassment.

1.2 The policy supports the University's compliance with the Higher Education Standards Framework:

"2.2.1 Institutional policies, practices and approaches to teaching and learning are designed to accommodate student diversity, including the under-representation and/or disadvantage experienced by identified groups, and create equivalent opportunities for academic success regardless of students' backgrounds.

“2.2.2 Specific consideration is given to the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander peoples.”

1.3 The policy meets the University’s statutory obligations in relation to Commonwealth and State legislation listed above.

## **2. Principles**

2.1 The University is committed to the admission of students on the basis of academic merit.

2.2 The University values diversity and is committed to the inclusion, engagement and support of students of a variety of beliefs, backgrounds and abilities.

2.3 The University is committed to fostering a culture that is free from discrimination based on disability, age, gender, gender identity, sexual orientation, marital status, religion, colour, race, ethnicity or country of origin.

2.4 The University is committed to the provision of reasonable support to all students to assist them to enjoy a rich participation in University life.

2.5 The University is committed to creating an accessible and inclusive environment for all students.

## **3. Scope**

3.1 This Policy applies to all members of the University.

## **4. Definitions**

4.1 Bullying is repeated, threatening, unreasonable behaviour directed toward a person or group that creates a risk to the wellbeing or safety of that person or group.

4.2 Disability is an umbrella term for any or all of the following components:

a) Impairments: problems in body function or structure

b) Activity limitations: difficulties in executing activities

c) Participation restrictions: problems an individual may experience in involvement in day-to-day living.

4.3 Discrimination on the basis of disability is any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodation.

4.4 Gender identity is a person’s self-identification as male or female or both or neither.

4.5 Inclusion is an organisational practice and goal in which individuals are culturally and socially accepted, and welcomed and treated equally, regardless of disability, origin, race and ethnicity, religion, gender, sexual orientation and gender identity or other difference.

4.6 Reasonable adjustment is the necessary and appropriate modifications to physical structures and learning activities to ensure as far as possible equal participation by students with disability, while not disadvantaging other students or imposing undue financial or resourcing burden upon the provider.

## **5. Responsibilities**

5.1 All members of the University bear responsibility, individually and collectively, for:

- a) promoting equality, diversity and inclusion by creating an environment where respect is shown to all and mutual understanding is fostered;
- b) ensuring that all interactions within the University community are characterised by respect for the rights of all to dignity, privacy, confidentiality and equity;
- c) acting in accordance with the Statement of Rights, Responsibilities and Conduct of Members of the University;
- d) challenging any actions or behaviours that are in conflict with the values and principles of this Policy or in the Statement of Rights, Responsibilities and Conduct of Members of the University.

5.2 Students of the University bear responsibility for:

- a) demonstrating respect for others and contributing to a safe, supportive and welcoming environment;
- b) challenging bullying, discriminatory behaviour and harassment and reporting unacceptable behaviour in accordance with the University's policies;
- c) advising their Colleges of additional needs arising from disability, preferably on the admission application, and providing (where appropriate or requested) documentary evidence.

5.3 Colleges of the University bear responsibility for:

- a) ensuring that staff training and student orientation cover the principles and responsibilities of this Policy;
- b) educating staff in the value of difference, the vulnerability of certain social cohorts and techniques for maintaining a nurturing learning environment;
- c) within the limitations of reasonable adjustment, providing adequate resources to support learning environments and services that are accessible and inclusive for all students and proactively taking steps to identify and eliminate obstacles and barriers to access;
- d) ensuring students have information about and access to reasonable support services and programs intended to facilitate independent learning and rich participation in University life;
- e) engaging in consultation with each student with disability to determine the most appropriate level of support for that student and, within the limitations of

reasonable adjustment, providing individualised support measures for the academic and social development of that student;

- f) making reasonable adjustments to usual policy or practice to meet the needs of a student with disability, without compromising the academic standards of a unit or course or the learning and participation of other students;
- g) Identifying and attempting to stop cases of bullying, including in online environments;
- h) maintaining records of any notes of individual students with particular needs, using the Student Support Plan in Schedule A of this Policy.

5.4 Academic staff of the University bear responsibility for:

- a) striving to utilise teaching methods, study techniques and information formats, including online learning resources, with maximum accessibility;
- b) establishing assessment tasks in which all students are able to participate and, within the limits of reasonable adjustment, ensuring that students with disability are not disadvantaged;

5.5 The Academic Board bears responsibility for:

- a) maintaining inclusive policies and practices in the selection and admission of students, without compromising academic standards;
- b) promoting equality, diversity and inclusion in all learning settings;
- c) including both students and staff in the planning and evaluation of learning, teaching and student support strategies.

5.6 The University Council bears responsibility for:

- a) establishing policies to protect all members of the University from unlawful discrimination, bullying or harassment;
- b) establishing policies and practices to promote the inclusion of Aboriginal and Torres Strait Islander people in the University, especially as students and staff.
- c) maintaining an effective framework for managing actual or potential breaches of this Policy, that facilitates the reporting of incidents without fear of victimisation and enables complaints to be processed fairly, thoroughly, quickly and confidentially.

## **6. Reporting and Schedules**

6.1 The Vice-Chancellor must report annually to Council on the operation of this Policy.

6.2 The Vice-Chancellor is responsible for approving or amending Schedule A: Student Support Plan to this Policy.

## **7. Date of next review**

7.1 This policy is to be reviewed no later than 31 December 2021.

## Schedule A: Student Support Plan

Approved by the Vice-Chancellor: 30 November 2016

### Procedure

1. Student completes Part A: Student Application for Support.
2. Student attaches supporting documentation.
3. Student submits Part A: to the College Academic Dean.
4. Academic Dean completes Part B: Approved Plan, after consultation (if required) with appropriate disability or inclusion consultant
5. Academic Dean provides Part C: Notification of Recommended Student Support to the lecturer of each unit in which the student is enrolled.
6. Academic Dean informs student of recommended adjustments.

<b>Part A: Student Application for Support</b> <i>To be completed by the student</i>		
Student Id:		
Family Name:		Given Names:
Phone:	Email:	
College:	Course:	Year:
Unit Codes:	Unit Titles:	
Lecturers (if known):		
<b>Details of Application</b> <i>Student to describe the issue which impacts ability to study. Documentary evidence must be provided.</i>		
Student Signature:		Date: / /

<b>Part B: Approved Plan</b>	
<i>Academic Dean to complete, after consultation (if required) with appropriate disability or inclusion consultant.</i>	
<b>Support to be provided</b>	
List adjustments, if any, to be made for the student, such as recordings of lectures, extra time for examinations or assignments, modifications to assignment requirements, etc.	
Academic Dean Signature:	Date: / /
Lecturers Advised:	
Review Date: / /	

<b>Part C: Notification of Recommended Student Support</b>	
<i>Academic Dean to complete and supply to the lecturer of each unit in which the student is enrolled.</i>	
Student Id:	
Family Name:	Given Names:
This student has supplied evidence of conditions that may have the following consequences on his or her learning:	
The University is committed to making reasonable adjustments to usual policy or practice to meet the needs of a student with a disability, without compromising the academic standards of a unit or course or the learning and participation of other students. The following adjustments are recommended:	
Academic Dean Signature:	Date:    /    /