

## Russo Business School Cultural Diversity Policy and Procedure

### Scope & Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

Russo Business School recognises, respects, promotes and celebrates the value of cultural diversity and will adopt and implement inclusive policies and strategies which advance cultural diversity as a positive force in the life of the Higher Education community.

### Definitions and Abbreviations

**Appeal** – is in response to a decision made on a particular matter. A **complainant** – is a person lodging a complaint.

**Appellant** – is a person lodging an appeal.

**Australian Applicant** – is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

**Census Date** – the date on which a student’s enrolment in a subject is taken to be finalised

**Compassionate and or Compelling circumstances** - *Compassionate and compelling circumstances are considered to be beyond the control of a student and have an impact upon the student’s course progress or wellbeing. These could include, but are not limited to:*

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies, or
- a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists’ reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime;
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

*Please note that the above are only some examples of what may be considered. Each request will be assessed individually based on the information provided and documentary evidence.*

**Complaint** is a consequence of dissatisfaction with an aspect of a student’s studies, student life, the institution or the institution’s environment.

**Commonwealth assisted student** has the mean given by the Higher Education Support Act 2003.

**HELP** means Higher education Loan Program and has the meaning given by the Higher Education Support Act 2003.

**Respondent** is a person responding to a complaint or appeal.

**ASTAS** - Australian Student Tuition Assurance Scheme

**DET** – Department of Education and Training

**DHA** – Department of Home Affairs

## Policy

Russo Business School is a diverse higher education institution providing companies, professionals and students with unparalleled opportunities through innovative business, leadership and entrepreneurial programs and endeavors. Russo Business School forms part of the Sarina Russo Group, a company respected globally for delivering quality education, training and employment.

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.

A commitment to cultural diversity embodies sensitive and ethical appreciation and recognition of cultural differences.

The Russo Business School has a particular commitment to the education of Australian and Torres Strait Islander Indigenous peoples and to the objectives expressed within the Statement of Commitment to Reconciliation.

A commitment is also made to internationalisation as a process which integrates an international and an intercultural dimension into the Russo Business Schools teaching and learning, research and research training, and community engagement.

### **Policy objectives**

The objectives of this policy are for the Russo Business School in its working, teaching and learning, and community engagement to –

- (a) give specific acknowledgement and support to the cultures of Australian and Torres Strait Islander Indigenous peoples,
- (b) recognize and value the multicultural nature of Australian society and of the higher education community,
- (c) provide a diverse, flexible and creative study and work environment which acknowledges, supports, values and encourages cultural diversity and assists in the development of understandings of and insights into a range of cultures,
- (d) facilitate the contribution and successful participation within its courses and activities, of students and staff from diverse cultural backgrounds,
- (e) emphasise the value of cultural diversity and strengthen its commitment to cultural inclusiveness, in,

- (f) educate students and staff so that they are capable of responding sensitively, sympathetically and justly in any cultural context,
- (g) attempt to redress any unfair, discriminatory or illegal practices which may result or have resulted directly or indirectly from cultural difference, identity and/or context,
- (h) promote cultural activities which celebrate the diversity of its staff and students; and
- (i) as far as is reasonably practicable, provide culturally appropriate support services for Australian Indigenous, Torres Strait Islanders, international students and staff.

Russo Business School in its various activities, including the development and application of policies which guide its operation, will be informed by its commitment to support of and sensitivity to cultural diversity.

