

## EQUAL OPPORTUNITY POLICY FOR STUDENTS

### **NOTICE OF NON-DISCRIMINATORY POLICY**

University of Greater Manchester, Academic Centre - Ras Al Khaimah (UGMACERAK) is committed to eliminating discrimination and encouraging diversity amongst both students and employees. Our aim is that everyone feels respected and is valued based upon their skills, performance and commitment.

University of Greater Manchester, Academic Centre - Ras Al Khaimah (UGMACERAK) admits students without regard to their race, colour, sex, age, sexual orientation, national or ethnic origin, religion or status, marital status, parental status, or any other protected status to all the rights, privileges, programmes, and other activities generally accorded or made available to students at University of Greater Manchester, Academic Centre - Ras Al Khaimah (UGMACERAK).

University of Greater Manchester, Academic Centre - Ras Al Khaimah (UGMACERAK) does not discriminate on the basis of race, colour, sex, age, sexual orientation, national or ethnic origin, religion, ancestry, marital status, parental status, or any other protected status in administration of its educational policies, admission policies and scholarship programmes.

Otherwise, qualified persons are not subject to discrimination on the basis of being physically challenged and all reasonable efforts will be made to facilitate the learning of such students.

### **EQUAL OPPORTUNITY POLICY FOR STUDENTS**

University of Greater Manchester, Academic Centre - Ras Al Khaimah (UGMACERAK) is committed to a policy of equal opportunities. It is the University's aim that potential and actual students are treated fairly on the basis of merit regardless of age, disability, family responsibilities, gender, marital status, nationality, race, religious or political views or affiliations, socio-economic background. The University issues a guide to practice to ensure that this policy is fully effective:

1. Student Admissions
2. Assessment
3. Curriculum
4. Teaching

5. Services and Facilities
6. Health and Safety
7. Disciplinary Procedures
8. Training
9. Harassment and Bullying
10. Dyslexia Policy
11. Learning Support
12. Using the Library
13. Examinations

## **1. Student Recruitment**

1.1 Recruitment literature will include a statement of the University's Equal Opportunities Policy for students. All recruitment literature will use non-discriminatory language and will encourage applications from groups under-represented in higher education. Prospective students will be given realistic guidance on the costs they can expect to face and of financial support arrangements available to them if any.

1.2 The University's aim is to select those students most likely to benefit intellectually from its courses; aptitude for a particular course of study is the primary criterion for selection.

1.3 A student's academic qualifications provide evidence in the assessment of aptitude but other evidence relating to the student's record such as work experience is also relevant. Reliance on academic qualifications for the assessment of aptitude to the exclusion of other factors may be discriminatory.

1.4 In assessing academic aptitude, the following particular considerations apply:

(a) The University recognises many qualifications as meeting the general entry requirement but the requirements of particular courses may indicate that certain levels of performance in specific subjects are normally a prerequisite for admission. As per each course, the entry requirements in the programme specification will be adhered.

(b) As a matter of principle the University will also consider prior learning such as work experience.

(c) The level of non-academic support, which an applicant will require, is specifically excluded from consideration.

1.5 Explicit selection criteria will be established in order to eliminate subjectivity and to provide a framework for fair selection. Academic and other staff dealing with admissions will be aware of and conform to the University's Equal Opportunities Policies relating to students.

1.6 The procedures followed during Confirmation and Clearing will be reviewed and if necessary revised, to minimise the risk of inadvertent discrimination, particularly in respect of filling vacancies.

1.7 The University recognises the need to strike a balance between the work of selectors who exercise academic judgement on the merits of applicants for places or scholarships and the need to ensure that the University's Equal Opportunities Policy for Students is fully met. If a candidate complains that his or her application has not been treated in accordance with the policy then the complaint will be referred to the Head of Administration.

## **2. Assessment**

2.1 The University's objective is to provide a fair method of assessment for equality of opportunity to all of its students.

2.2 Special arrangements will be made available to students with known disabilities, to compensate for the restrictions imposed by the disability without affecting the validity of examinations and assessments.

2.3 When an External Examiner is appointed to examine a taught course or a research course, the University will draw his or her attention to the University's Policy on Equal Opportunities for Students.

## **3. Curriculum**

3.1 The University recognises the importance of the development of the individual through the educational process and the role of the curriculum in ensuring that this development is fulfilled.

3.2 The University is therefore committed to the promotion of equal opportunity with respect to course content, approaches to teaching and learning, assessment methods and the structure and timetabling of courses of study. Further, it will aim to ensure that

documents such as course submissions, teaching materials and examination papers reflect the principles of equal opportunities.

3.3 The University will aim to provide a programme of courses which are of relevance and interest to persons of both sexes and from a wide range of social and cultural backgrounds and which are as accessible as possible to people with disabilities, as far as resources permit.

3.4 The University will encourage perspectives which reflect the cultural diversity of our society and which are neither gender dominated nor ethnocentric.

3.5 The University will encourage and appraise from an equal opportunities point of view through the process of validation and monitoring the use of a range of teaching approaches as well as assessment methods and will be sensitive to the special needs of under-represented groups in teaching and learning situations.

#### **4. Teaching**

4.1 All staff and students of the University will use language, which is non-discriminatory and is not gratuitously chosen in order to cause offence to particular groups, in the course of teaching and learning. However, it is a fundamental principle of academic freedom that reasoned argument may be employed to test and challenge views, opinions and assertions of all kinds, and in no circumstances may this clause be used to discourage or prevent the exercise of that freedom.

4.2 The University will take account of the needs of individual students and, wherever reasonably practicable within existing constraints, consideration will be given to issues such as caring for dependants, when lectures and examinations are timetabled.

#### **5. Services and Facilities**

5.1 The University is committed to the principle of equal access by all of its students in groups or as individuals to the services it provides and the facilities it offers.

5.2 Sports facilities will be kept under regular review to ensure that the provision does not disadvantage any particular groups of students, including people with disabilities.

## **6. Health and Safety**

6.1 The University aims to provide its staff and students with a healthy and safe environment in which to work and live. The enforcement of reasonable health and safety requirements does not constitute discrimination.

6.2 The University will make every effort to ensure that, so far as reasonably practicable, all parts of the University are accessible and safe. The needs of people with disabilities will be given particular consideration.

6.3 The University will work as closely as possible with the Students' Union to ensure the security of the students both on campus and when travelling between the University and off-campus facilities.

6.4 The University will ensure that equal opportunities principles are taken into account in its policy on transport and parking, and will take account of the special safety needs of women and students from minority groups and the parking needs of mature students and students with disabilities.

## **7. Disciplinary Procedures**

The University's Disciplinary Procedures will be kept under review to ensure that they are consistent with the University's Equal Opportunities Policy for Students.

7.1 The perpetrator of any proven instance of discrimination or harassment will be subject to the University's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such, in the absence of mitigating circumstances, will result in summary dismissal.

7.2 The University reserves the right to take whatever disciplinary action it deems appropriate under the circumstances, including warning the harasser, suspension or termination of their contract. Employees who bring a complaint will be protected against victimisation or retaliation.

## **8. Training**

8.1 All University staff normally having contact with students will receive a copy of this Policy and Code of Practice supplemented by basic training appropriate to their role in the University.

8.2 Specific advice and training will be given to Academic staff in relation to assessment, tutoring and student disciplinary procedures.

## 9. Harassment and Bullying

9.1 The University has a Policy Statement on Harassment and wishes to encourage a culture where harassment and bullying are unable to thrive. Incidents of harassment and bullying are regarded extremely seriously and may be grounds for disciplinary action including dismissal or expulsion.

## 10. Dyslexia & Students with Special Needs

This information is for University of Greater Manchester, Academic Centre - Ras Al Khaimah (UGMACERAK) students and aims to provide you with assistance: -

10.1 If you think you may be dyslexic

10.2 Perhaps you are having problems with reading, spelling or writing or organising your work. Perhaps a friend or tutor has suggested you might be dyslexic. Perhaps someone in your family is dyslexic. What do you do?

First speak to somebody

- Personal tutors
- Course Coordinators

10.3 Under normal circumstances we would refer you to a practitioner who would be able to help you with the assessment and these would need to be paid for by the student in consideration unless available through Government funded provisions.

Dyslexia/ Learning Disabilities special needs counsellor/ support tutor

If appropriate, we can put you in touch with a dyslexia tutor outside the University. You will need to pay for this service.

10.4 You know you are dyslexic or have other learning difficulties

What do you need to do in the first instance?

- Letting your academic departments know that you have dyslexia/ learning difficulties.
- Discuss this with Personal Tutors/ Course Coordinators who can provide a summary of your learning needs



## 11. Learning Support Include:

- regular study skills sessions throughout the academic year
- additional academic writing support
- Advice on study problems and strategies.
- Effective Learning Programme

## 12. Using the library

If you need help in using the library catalogue, finding books, photocopying and extending the loan period of books, contact the Librarian Student Welfare Officer

## 13. Examinations and other timed tests

You may qualify for special examination arrangements such as extra time, the use of a word processor, dictating to a scribe or help in accurate reading of a question paper. This will depend on the policy of the awarding institution with which you are studying. Your Personal Tutor can locate this information for you.

### 13.1 What you need to do

- Make sure your assessment is up-to-date.
- And / OR
- Organise alternative examination arrangements well in advance of examination dates.

### Review history

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