



الكلية الحديثة للبحوث والعلوم
MODERN COLLEGE
OF BUSINESS & SCIENCE



Policy on: Equal Opportunity

October 2024

Perspective	Student Academic Excellence		
Policy Owner	Associate Dean for Academic Affairs and Graduate Studies		
Developed By	Dr. Ahmed Al Mata'ani		
Approval Body	College Board		
Policy History	First Introduced	Revised Date	Effective Date
Important Dates	30.10.2024		30.10.2024
Review Cycle	Every 3 years		
Email	adaa@mcbs.edu.om		
Document No	MCBS-P-SP1-012 v1		

Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to ensure every student, including international and foreign students and students with special needs, is treated with dignity and respect.

2. Policy Purpose.

- 2.1. Ensure a systematic implementation of procedures through the improvement of the quality of services by the college. Promote a culture of inclusion and belonging for all MCBS students.
- 2.2. Prohibit discrimination based on grounds prohibited by national or regional anti-discrimination legislation.
- 2.3. Ensure fair and equitable treatment in all aspects of a student's experience, including admissions, access to academic programs, courses, facilities, and services.
- 2.4. Encourage the reporting and investigation of discrimination complaints.
- 2.5. Foster understanding and respect for diversity within the student body.

3. Definitions and Abbreviations.

- 3.1 **Discrimination:** Unjust or prejudicial treatment of a person or group.
- 3.2 **Formal Complaint:** A written statement alleging a violation of this policy, filed with a designated Student Conduct & Disciplinary Committee member or a staff member in the Student Affairs department.
- 3.3 **Informal Complaint:** A discussion of a potential violation of this policy with a trusted advisor, such as a faculty member, counselor, or staff member in the Student Affairs department.

4. Stakeholders.

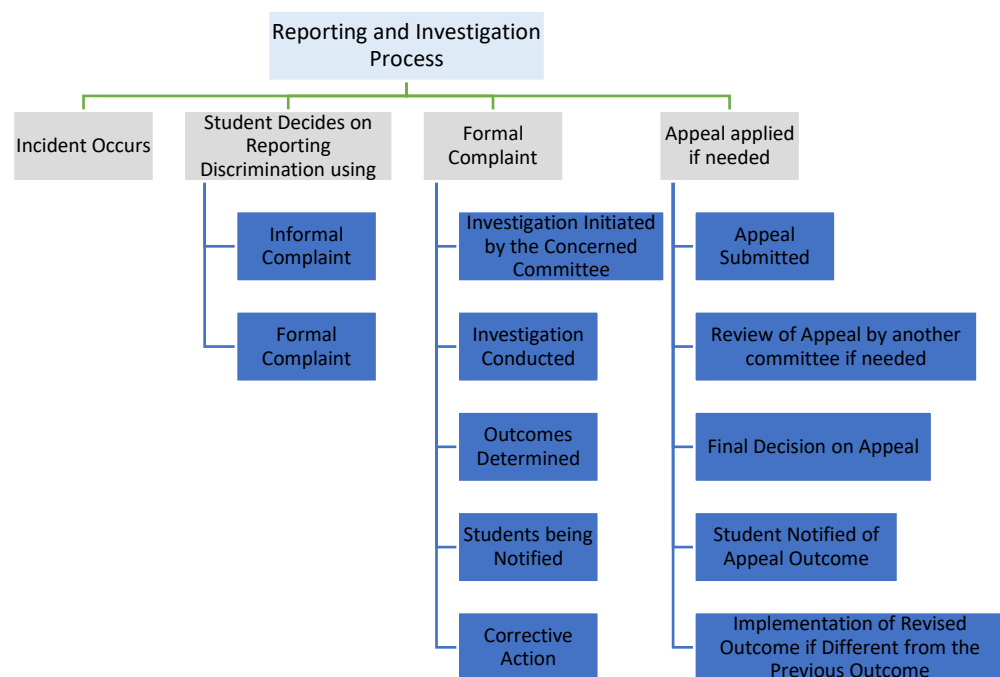
This policy applies to: Staff, Faculty, and Students

5. Procedures.

As shown in the diagram below, these are the followed procedures:

- 5.1. **Stage 1:** Student reports a discrimination incident by choosing between two options:
 - a. Informally, discussing the issue informally with a faculty member, counselor, or trusted advisor, or
 - b. Formally, submitting a formal written complaint using the form in *Appendix I* to a member of the Student Conduct & Disciplinary Committee or Student Affairs.
- 5.2. **Stage 2:** Student Conduct & Disciplinary Committee initiates an investigation as soon as a formal complaint is received, ensuring confidentiality and thoroughness throughout the process.
- 5.3. **Stage 3:** Student Conduct & Disciplinary Committee conducts the investigation, gathering evidence and allowing both the complainant and the alleged party to present their perspectives.
- 5.4. **Stage 4:** Student Conduct & Disciplinary Committee determines the outcome based on the investigation findings and decides if corrective action is necessary.

- 5.5. **Stage 5:** Student Conduct & Disciplinary Committee informs the student who filed the complaint and the accused party of the investigation outcome promptly and clearly.
- 5.6. **Stage 6:** Student Conduct & Disciplinary Committee implements corrective actions, if discrimination is confirmed, such as issuing disciplinary measures, providing training sessions, or updating relevant policies.
- 5.7. **Stage 7:** Student can submit an appeal if they disagree with the investigation's outcome. This appeal should be directed to a designated committee within a specified timeframe.
- 5.8. **Stage 8:** Appeals Committee reviews the submitted appeal, re-evaluates the case, and makes a final decision, ensuring an impartial and thorough reassessment.
- 5.9. **Stage 9:** Appeals Committee notifies the student of the appeal decision and any changes to the initial outcome.
- 5.10. **Stage 10:** Student Conduct & Disciplinary Committee applies the revised outcome, if different from the initial decision, ensuring proper implementation of any new directives.
- 5.11. **Stage 11:** A review is conducted after every 3 years through a survey in *Appendix II* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix III* before submitting it to QA



6. Roles and Responsibilities.

6.1 Students

- Report any incidents or observations of discrimination.
- Participate in fostering a respectful and inclusive college environment.

6.2 Student Conduct & Disciplinary Committee

- Receive and investigate formal complaints.
- Ensure confidentiality and impartiality during the investigation process.
- Communicate outcomes and corrective actions to the involved parties.

- provide training and awareness programs to build awareness and ensure a respectful, inclusive community for students, faculty and staff.

6.3 Staff Members in Student Affairs

- Provide initial support and guidance to students reporting discrimination.
- Facilitate the formal complaint process.

6.4 Quality Assurance Department

- Ensure adherence to the Equal Opportunity Policy.
- Conduct regular reviews of the policy's implementation and effectiveness.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

- Queens University. (n.d.). Orientation policy | University secretariat and legal counsel. Retrieved from <https://www.queensu.ca/secretariat/policies/senate/orientation-policy>
- University of East London. (n.d.). Policy on student induction. Retrieved from <https://uel.ac.uk/about/governance/policy-student-induction>

