

Student Consultation

Preamble:

Australian Institute of Business (AIB) is committed to ensuring on-going consultation with students, not only in assisting students academically but also by way of encouraging an open dialogue with students with respect for student opinion.

Scope:

All academic staff and all teaching modes.

Policy and Procedures

1. Designated academic specialists will be available on-call for student consultation during all relevant periods of enrolment.
2. This applies to full-time, part-time and sessional staff and to all teaching modes.
3. Methods of consultative interaction include the AIB online forum, email, telephone, web conference and face-to-face for local students.
4. Topics suitable for students to receive consultative assistance include: Inquiries specific to subject content, study skills challenges, time budgeting, learning disabilities, physical, mental impairments and other learning challenges, resources for students with emotional distress, visa and other legal challenges and others.
5. Students are encouraged to advise AIB Support when they wish to seek such consultation so that AIB Support may arrange for the appropriate academic staff member to be available, through the appropriate forum.
6. AIB will review the student consultation procedures regularly, by appropriate mechanisms to ensure that positive outcomes are achieved for the students.

Related Forms:

Nil

Responsibility:

Academic Director

Current Status- version 3

Approved By: Board of Directors
Date of Approval: 1 July 2011
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