

Student Consultation Policy

RSY-ACAD-PY-v1.0 Student Consultation Policy

Document History

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Approved by: Academic Board on **21 April 2017**

Distribution List

To: All RCDC Staff
All RCDC Students
All Associate Colleges, College Directors

Cc: Chair, Council

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1. Purpose

This Policy is to ensure Raffles College of Design and Commerce's commitment to provide a student-centred learning environment and its commitment to support all its students reaching their full potential by implementing a system that provides access for all students to appropriate student consultation services outside of scheduled class time with academic staff.

2. Scope

This Policy applies to all Academic Staff including full-time and part-time/sessional lecturers and students at RCDC.

3. Definition of Terms

Consultation: Means a time for students to seek face to face contact with Academic staff in order to raise any issues that they may have in the subject they are studying.

4. Policy Principles

RCDC will ensure that it provides a student centred learning environment to all students by providing appropriate and relevant processes, systems and support.

This Policy provides a framework to ensure that all students have access to appropriate consultation services outside of the lecture/tutorial times. Consultation time is to be used to consult on issues related specifically to the subject the lecturer is teaching.

5. Policy Details

All Academic staff must be available for student consultation 2 hours a week during teaching weeks. They must also be available 2 hours a week for student consultation during designated study periods in which their teaching occurs in addition to the examination period for that study period.

The times must be advised to students during orientation and prominently displayed within RCDC as a notice on the door of the staff member's staff. In addition, they must be included consultation times in the subject outline and the subject module on Moodle.

RCDC encourages students to utilise the online tools for consultation outside of teaching times. The lecturers, full-time or part-time, are obligated to respond to emails from students in relation to the academic consultation.

6. Supporting and Related Documents

- Higher Education Standard Framework 2015
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- Education Services for Overseas Students Act 2000