

Teach and Assess - Teaching

Learning, Teaching and Assessment Procedure 4.3.1

4.3.1 Consultation arrangements must be communicated to students in Subject Outlines (see [Subject Outline Procedures](#)).

Process for consultation with students:

- a. Teaching staff and other stakeholders (for example supervisors) must be available for student consultation (face-to-face or online) at set times or by appointment during each study period, and/or when teaching is conducted outside a study period.
- b. Staff also consult with students using other forms of communication such as email, LearnJCU and other forums such as additional revision or feedback sessions.
- c. Provisions for consultation during a study vacation, the associated examination period, and during the release of results for that study period, are arranged with students before completion of the formal study period and/or placements.
- d. Where academic staff hold part-time or sessional positions, a pro-rata provision of consultation time must be offered