

## Teaching and Learning Committee Policies & Procedures

### Academic Skills Unit Consultation Approval

Contact: A/Prof Lou Harms  
Approval Date: May 2010



THE UNIVERSITY OF  
MELBOURNE

SCHOOL OF HEALTH SCIENCES

#### Publication of policy

The ASU consultation approval policy will be published on the Nursing, Physiotherapy and Social Work websites.

Nursing: <http://www.nursing.unimelb.edu.au/>  
Physiotherapy: <http://www.physioth.unimelb.edu.au/>  
Social Work: <http://www.socialwork.unimelb.edu.au/>

#### Policy Rationale

The School of Health Sciences, University of Melbourne will have approval process for consultation with the Academic Skills Unit that ensures consistency, equity and access for all students.

#### Definition

A consultation at the Academic Skills Unit is a one hour session with a consultant. Given that this is a fee-for-service arrangement, with the cost borne by the Department, approval is required for all students within Nursing, Physiotherapy and Social Work graduate coursework degrees for access to this service.

#### APPROVAL OF ASU CONSULTATION

Prior to making an appointment to see an Academic Skills Unit consultant, students must seek the approval of their Course Coordinator using the ASU Consultation Approval Form. Once the Course Coordinator has signed the form, a photocopy must be made at the General Office and noted on the student's file and the tracking sheet by the SAP officer. The student must then take the signed form with them to their ASU consultation and show their ASU consultant. A maximum of two sessions may be offered by the ASU before further approval must be sought from the student's Department.

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Name:			
Student ID:			
Course:	<input type="checkbox"/> A postgraduate coursework Nursing degree <input type="checkbox"/> A postgraduate coursework Physiotherapy degree <input type="checkbox"/> A postgraduate coursework Social Work degree		
<p><b>Request:</b></p> <p><i>Approval to attend up to 2 x 1-hour individual tutorial appointments with the Academic Skills Unit</i></p> <p> <input type="checkbox"/> Approved           <span style="margin-left: 200px;"><input type="checkbox"/> Not approved</span> </p> <p><b>Reason if not approved:</b></p>    			
Course coordinator:		Course Code:	
Signed:			

