noun 1. an introduction, to *guide* one in adjusting to new surroundings. 2. the secret to *success* at QUT

www.student.qut.edu.au/orientation
You are now entering a university that:

- **recognises** the importance of Aboriginal and Torres Strait Islander cultures to Australia’s heritage and the dynamic contribution made by indigenous people, to the country, the community and the university

- **acknowledges** its unique responsibility as an educational institution to redress disadvantage and overcome prejudice, and

- **is committed** to pursuing its goals of teaching and learning, research and community service in the spirit of reconciliation.
Congratulations

Welcome to QUT

Starting university marks the start of an exciting journey, regardless of where you are in life.

The first few months at university can be overwhelming and at times confusing. This guide will help make sense of things and manage the tasks you need to complete so you can focus on studies, and enjoy your university experience, which starts at Orientation.

Orientation will help you:

- get to know QUT, its facilities and services
- prepare for academic learning
- understand your course
- meet teaching staff and fellow students

University life

University offers new opportunities, experiences and people for you to connect with. We encourage you to make the most of your time here by seeking learning opportunities that extend beyond your classroom.

If you are moving to Brisbane to study at QUT, consider arriving at least two weeks before Orientation to allow time to settle in. If you need help with finding accommodation, visit Accommodation Services https://qut.studystays.com.au. Additional support, including airport reception and temporary accommodation is available for international students, visit www.student.qut.edu.au/international

We wish you all the best and look forward to welcoming you on campus.

I wasn’t planning on going to O-week, but I’m glad I did. I was able to speak to lecturers, course coordinators and fellow students.

Orientation week was informative, exciting and definitely helped me get a feel for the university lifestyle.
Getting started

Early research and preparation will help you get a head start. Here we introduce you to QUT systems, common terminology and finding your way around campus.
Your QUT starting guide

Connect with us online

Social media

Understanding your course

Academic calendar

Finding your way

Succeeding at uni
Connect with us online

Student Gateway
This is your gateway to QUT.
Access upcoming key dates, shuttle bus times and quick links to information about studying, life on campus and services at QUT.
www.student.qut.edu.au

QUT Virtual
Your personalised portal:
You can enrol, register for classes, pay your fees, view exam timetables, request your academic history and update personal information.
https://qutvirtual.qut.edu.au/

Email etiquette
✓ Check online resources for the answer, before emailing your question
✓ Write a clear subject line so staff know what to expect
✓ Identify yourself by including your student ID
✓ Be polite, write concisely and in complete sentences.

AskQUT
A knowledge base that provides fast and accurate answers:
AskQUT has answers to the most common questions. If you are not able to find the answer, you can submit your question online.
https://ask.qut.edu.au/

QUT Email
The main channel we use to communicate with you:
Register for your student email and get into the habit of checking it daily.
www.qut.edu.au/email

QUT Blackboard
QUT’s online teaching and learning environment:
Access learning materials for the units that you are studying in, including unit outlines, online assessments, recommended readings and collaboration tools.
https://blackboard.qut.edu.au/
Our social media communities are a great place to connect with other students, and find out about what is happening on campus. Discover your space and start connecting.

**Social media safety**
- Never disclose your personal details or student number on posts. If you need to identify yourself to university staff, use email.
- Know what is appropriate by reading our *positive expectations for student conduct*, as a guide.
- Be polite and never be offensive.

**QUT students**
- [www.facebook.com/QUTstudents](http://www.facebook.com/QUTstudents)
- [www.twitter.com/QUT_Students](http://www.twitter.com/QUT_Students)
- [www.facebook.com/qutsport](http://www.facebook.com/qutsport)
- [www.twitter.com/qutsport](http://www.twitter.com/qutsport)

**Business**
- [www.facebook.com/clpbusiness](http://www.facebook.com/clpbusiness)

**Creative Industries**
- [www.facebook.com/CLPcreativeindustries](http://www.facebook.com/CLPcreativeindustries)

**Education**
- [www.facebook.com/CLPEducation](http://www.facebook.com/CLPEducation)

**Science and Engineering**
- [www.facebook.com/QUTScienceandEngineering](http://www.facebook.com/QUTScienceandEngineering)
- [www.facebook.com/CLPSEF](http://www.facebook.com/CLPSEF)

**Law and justice**
- [www.twitter.com/qutlaw](http://www.twitter.com/qutlaw)
- [www.facebook.com/clplaw](http://www.facebook.com/clplaw)
- [www.rebelmouse.com/lawandjustice](http://www.rebelmouse.com/lawandjustice)

**Health**
- [www.facebook.com/clphealth](http://www.facebook.com/clphealth)
Understanding your course

What you need to know

- **Course**: the degree you are studying toward identified by a code and title, e.g. BS05 Bachelor of Business.
- **Units**: subjects you enrol in as part of your course requirements.
- **Credit points**: Each unit has a credit point value, usually 12. A full-time study load is usually 4 units per semester.
- **Course structure**: outlines the units you should be enrolled in for each semester and any pre-requisites that you may need. Depending on your course you may also have majors and minors to select.
- **Unit outline**: contains learning objectives, assessment details and due dates. Download or print these at the start of each semester for easy reference.
- **Grading scales**: QUT uses a seven point grading scale, where 7 is the highest grade awarded, 4 a passing grade and 1 being the lowest.
- **Lectures**: delivered by academics or industry professionals to a large number of students at a time.
- **Tutorials**: small discussion groups led by a tutor.

Visit the glossary for a complete listing at [www.student.qut.edu.au/about/glossary](http://www.student.qut.edu.au/about/glossary)
For most students, the academic year will consist of semesters 1 and 2. Each semester consists of 13 weeks, broken up with a mid-semester break, followed by SWOTVAC (study without teaching vacation) and then the exam period.

**Class registration**

- From this date, you can register for your classes. Get in early to get your first preference from the times available.

**Census date**

- The date in each semester you need to finalise enrolment requirements, usually at the end of week 4.

**Academic penalty date**

- The date you need to withdraw from units by, without affecting your GPA.

For more information visit [www.student.qut.edu.au/about/key-dates-and-academic-calendar](http://www.student.qut.edu.au/about/key-dates-and-academic-calendar)
Finding your way

QUT has three campuses, Caboolture (CB), Gardens Point (GP) and Kelvin Grove (KG). Building names and rooms are commonly abbreviated.

GP-S408 is room 408, on level 4 of S Block at Gardens Point Campus.

Learn more about each campus and access maps at www.student.qut.edu.au/about/campuses

Where to get help

Study Abroad and Exchange Office
Support for students on exchange

International Student Services
Support for international students

Your school or faculty
Talk to student services or administration teams for course related enquiries

Student Centre
Starting point for general enquiries
**Manage your time**

1. Get a free semester planner and use a diary to manage weekly goals.
2. Attend a time management workshop.
4. Stay focused – prioritise study over other activities until you adjust to university.
5. Regularly review your commitments.

**Be proactive**

1. You are responsible for your journey.
2. Look for opportunities to develop your skills.
3. Don’t be afraid to ask for help.

**Set up a support network**

1. Teaching staff are there to help you succeed.
2. Get to know support services.
3. Make friends with your classmates.

**Study savvy**

1. Prepare yourself for a new learning culture and style.
2. Attend Orientation.
3. Register for workshops to develop academic skills.
4. Look for personal development opportunities outside the classroom.
5. Attend all classes.
6. Set up a dedicated study space at home and schedule study time when you are most alert.
Once you accept your offer

Set up access to QUT systems and activate your student email account.

- Plan your enrolment for the year.
- Check your eligibility and apply for a Tertiary Transport and Concession Card.
- Consider your finances.
- Plan and register for orientation events.
Your QUT pathway

Pre 0-Week and 0-Week

Week 1: Attend and learn

Week 2: Support for learning

Week 3: Assessments and study

Week 4: Feedback and finalise

Five and beyond: Survive and thrive
Access QUT systems

Using your QUT username and password log in to QUT Virtual, check and update your personal details. Keep your contact details current at all times.

Set up your emergency mobile number to enable SMS messages to be sent to you in the event of an emergency. To do this, select the ‘Personal Profile’ tab in QUT Virtual and click update contact details.

Set up your password recovery options in case you forget your QUT password. You can do this by visiting https://access.qut.edu.au.

Your student email address ends with @student.qut.edu.au and can be found in the ‘Personal Profile’ tab in QUT Virtual. Activate your student email address at www.qut.edu.au/email. Once you activate your email address, you will have the option to redirect to the @connect.qut.edu.au or your own personal account, visit www.itservices.qut.edu.au/student/email.

Planning your enrolment

Familiarise yourself with your course structure to help you select which units you should enrol in. You should plan and enrol in your units for the entire year, and make note of class registration dates so you can register for classes once they open.

Once you’ve completed enrolment, register for your classes, and plan your timetable for the semester.

Tips for organising your week

- View your weekly timetable on the ‘Study’ tab in QUT Virtual.
- Block out weekly study time for each of your units. Be prepared to spend around 10 hours a week per unit – that’s at least seven hours independent study. This is double what is expected in high-school and equivalent to a full time job.
- Add other weekly commitments such as work, sports etc.
- Take time out between classes. Look out for learning opportunities or social activities on campus or catch up with a friend.
- Get your free semester planner at orientation.

Drop in Enrolment Assistance Sessions are available if you need help enrolling. Visit www.orientation.qut.edu.au to find a session.

Contact your faculty’s student services or school’s administration team if you have questions about what units to enrol in or advanced standing, visit www.student.qut.edu.au/enrolment-and-orientation/enrolment/credit-for-prior-learning.

Tertiary transport and concession card

To receive full-time student discounts on transport fares, you must carry a Queensland Government Tertiary Transport and Concession Card (TTCC) and your student ID card. Find out more at www.student.qut.edu.au/services-and-facilities/all-services/transport-concessions.

If your course is delivered on campus and you have enrolled in your units, you may have a choice of days and times for specific classes. Where classes are numbered (for example Lecture 1 and Lecture 2, register for both. www.student.qut.edu.au/enrolment-and-orientation/enrolment/class-registration
Consider your finances

It’s common for many full-time students to keep a part-time job while studying. Managing your time and budget can sometimes be tricky. **Getting your finances in order before starting university can help alleviate any concerns that you may have.**

- Check if you are eligible for a Centrelink payment. Claims can be submitted up to 13 weeks before your study starts, so apply as soon as possible to minimise delays. Find out more at [www.humanservices.gov.au](http://www.humanservices.gov.au)
- See if you are eligible for an Equity Scholarship or other scholarships available at QUT [www.student.qut.edu.au/fees-and-finances/scholarships-and-prizes](http://www.student.qut.edu.au/fees-and-finances/scholarships-and-prizes)
- Register for Career Hub to find job listings.

Register for orientation

You are able to view and register for events 24 hours after you accept your offer. **Register for events as soon as possible, as places are limited.** Events are still progressively added so make sure to log back in during the first week of February to finalise your Orientation registration.

Essential events

**Events that appear as essential in your Orientation planner are compulsory to attend.** Usually these include your faculty welcome and/or course information session, QUT Connect session depending on your study discipline and student specific orientation sessions.

Highly recommended events

All other events will appear as highly recommended and include social events, learning seminars, information sessions and tours. Try and attend as many as possible as this is your opportunity to learn about the services and facilities available, and to meet others.

**Orientation planner** is your personalised schedule of Orientation events and activities. You’ll be able to view available events and manage your registration. To access orientation planner, go to QUT Virtual and select ‘I am a new student’. Access QUT Virtual at [https://qutvirtual.qut.edu.au/](https://qutvirtual.qut.edu.au/)
During Pre-O-Week

**Checklist**

- Get your ID card (if you haven’t already).
- Attend KickSTART.
- Attend student specific Orientation programs and information sessions which may help you adjust to uni.
- Attend the Sunday Social.
- Make an appointment with a Disability Advisor if you have an injury, health condition or disability that may impact your ability to study.

**Your student ID card**

In addition to identifying you as a QUT student, your ID card allows you to:

- borrow library books
- access computer labs
- access and add credit to your copying and printing account
- access student discounts
- travel free between KG and GP campuses on the QUT shuttle bus.

ID cards are issued from 12 January, so get in early to avoid the queues in O-Week. ID cards are available from:

- **Caboolture Student Centre**, J Block from 8.45am–4.30pm, Monday to Friday.
- **Gardens Point Library**, Level 2 V Block from 8.30am–5.00pm, Monday to Friday between 12 January and 6 March. Outside of these dates, visit the Student Centre, Level 1 X Block.
- **Kelvin Grove Student Centre**, Level 6 F Block from 8.30am–5.00pm, Monday to Friday.

To get your ID card, you will need to provide photo identification (Australian driver’s licence, 18+ card or passport) and satisfy the enrolment requirements. If you do not have a photo ID as listed above, you will need three forms of ID in the same name as your enrolment record on QUT Virtual.

- Domestic students and Study Abroad students must be enrolled to have an ID card issued.
- International students can have an ID card issued when they accept their offer and are admitted to their course.

For more information, go to [www.student.qut.edu.au/services-and-facilities/all-services/id-cards](http://www.student.qut.edu.au/services-and-facilities/all-services/id-cards)
Get a KickSTART

Prepare yourself for what university will be like with KickSTART. Experience a lecture and tutorial followed by discussion groups led by senior students. KickSTART runs on:

▶ 9am, Thursday 12 February 2015

'The KickSTART event was very helpful in giving me an idea of how a lecture and tutorial would work. The guest lecturer, Mr. Haseman's lecture, was amazing in its message and delivery. The tutors in the mock tutorial were really helpful in answering new students' questions about what to expect from university life and tips on how to manage it all.'

Specific student orientation programs

These programs provide information specific to these students and will provide you with the opportunity to meet with others.

Programs are available for:

☑ Vice-Chancellor’s Scholars, an orientation session (compulsory) and camp (limited capacity)
☑ Mature Age students
☑ Students studying double degrees
☑ Rural and Regional students
☑ Students from Aboriginal and Torres Strait Islander backgrounds
☑ International Students (in O-Week)
☑ Study Abroad and Exchange Students (in O-Week)
☑ Postgraduate students (in-O-Week).

Exploring QUT and Brisbane

If you aren’t booked into a Connect session for O-Week, book into a campus tour and QUT101 session for your introduction to QUT. In QUT101 you’ll be introduced to your online environment (QUT Virtual, Blackboard, and email) as well as learning and personal support services available. Other information sessions to look out for include:

▶ Explore Uni – for out-of-towners
▶ Library tours
▶ Financial Support Seminars
▶ New to Brisbane
▶ Finding accommodation.

Make the most of your uni experience

Enrich your student experience by looking for opportunities beyond the classroom.

Learn more about what’s on offer by attending the following information sessions:

☑ Leadership, Development and Innovation Program – discover your passion and leadership potential.
☑ Flourishing at uni – learn tips and simple strategies to help maximise your performance.
☑ Study overseas – learn how you can complete part of your studies overseas.

Drop into our Campus Life Program zone during O-Week to find out about events and programs you can get involved with.
Develop your academic skills

The library runs seminars and workshops starting this week until week four to help develop your skills for learning. Sessions include:

- strategies for study success
- read it, note it, recall it!
- manage your time, keep your cool
- researching made easy
- referencing made simple
- back to study.

Academic Language and Learning Services run Academic Writing workshops during Orientation that will get you started with your first written assignments. Workshops run throughout the semester, visit www.student.qut.edu.au/studying/student-life/campus-life/student-support/language-and-learning-support for more information.

Sunday orientation

Our Sunday orientation programs are family friendly and include:

- Parents and Partners information seminar provides your parent or partner with useful information to help support your adjustment to university.
- Brisbane sights tours are designed and run by students to introduce you to the best coffee places, iconic places in Brisbane or the best attractions along the Brisbane River.
- Sunday Social is designed for you to meet other students from your faculty, Connectors and learn about all the social events you can get involved with at O-Week.
- Postgraduate Seminars.
- Mature-aged students information session.

Sunday social is a great, fun way to meet lots of people and a nice time at the Botanic Bar afterwards to have a chat.

Career development

Start with the end in mind – don’t wait until you nearly finish your degree before thinking about your professional career. Early action for your career development will enable you to create a structured plan throughout your degree. Take advantage of the opportunities through the Careers and Employment office (e.g. Career Mentor Scheme, Real World Placement Program) as well as activities offered by other areas, such as study exchange, work integrated learning, or volunteering opportunities. Sessions in Orientation include:

- achieving your dream career
- career planning for International students
- how to find part-time employment.

Disability advisors

Got a disability, injury or health condition? Getting in early for an appointment with Disability Services will ensure you get the learning support you need before classes start. Disability Services offer support through assistive technology, alternative formatting, and note taking program to help you succeed. Evening appointments are available during week 1–6 of the semester. Refer to inner back page for contact details.
QUT Connect is an introduction to student life at QUT. Facilitated by current students over three hours, you’ll get the opportunity to get to know other new students studying in the same course, learn essential information you’ll need through a QUT101 presentation and go on a campus tour.

QUT Connect takes place on Monday 16 February at Kelvin Grove and Gardens Point for students studying courses with Business, Creative Industries and Education.

QUT Connect is incorporated into faculty orientation programs for Law, Justice, Science, Information Technology, Engineering and Maths students.

QUT Connect is incorporated into Faculty orientation programs on Wednesday 18 February for ALL Caboolture students.

QUT Connect is incorporated into Faculty orientation programs on Wednesday 18 February for ALL Caboolture students.

Course and faculty orientation sessions

Attendance at your course and faculty orientation sessions is compulsory, as they help you understand your course and its requirements, and introduce you to your faculty staff. Students studying double degrees should attend orientation programs for each course.
$2 lunches, live entertainment and clubs

Throughout the week, you can enjoy $2 lunches from food stalls at our Orientation lunchtime events, along with live entertainment and market stalls.

- 11–2pm, Monday – Wednesday @ the Kidney Lawn Gardens Point Campus
- 11–2pm, Tuesday – Thursday @ A Block Courtyard and Lawn Kelvin Grove

Joining a student club is a great way to make friends. With more than 100 clubs, there is something to cater to every interest, and they’ll be out on campus for you to explore and join. Our major days for clubs are Monday 16 February for Gardens Point and Wednesday 18 February for Kelvin Grove. Look out for our Orientation Guide which features a campus map and a list of clubs and stalls on campus throughout O-Week. The Orientation Guide can be downloaded online or picked up from the Welcome Tent.

The main faculty orientation days at the Caboolture campus are Wednesday 18 February, with other activities occurring throughout the week including lunchtime activities and giveaways.

The Official Welcome Party – Monday 16 February

Celebrating the first day of O-Week the Official Welcome Party is an afternoon of live entertainment, featuring live bands, dance performances, food stalls and the un-veiling of the free limited edition Vice Chancellor’s T-shirts for first year students. Collect your free T-shirt from the Gardens Point or Kelvin Grove bookshops from Tuesday 17 February, by presenting your student ID card.

Caboolture students will receive their free T-shirt at the mid-week social on Wednesday 18 February.
Week 1: Attend and learn

Checklist

- Log into QUT Blackboard for each of your enrolled units this semester.
- Download the unit outlines from QUT Blackboard—don’t forget to read these documents carefully.
- Attend your first lectures and tutorials.
- Become familiar with unit outlines and map key assessment deadlines (found on QUT Blackboard) on your semester planner.

- Get to know your faculty academic staff and where your course student administration team and Faculty or School office is located.
- Collect your free copy of cite|write from the library.
- Purchase your required text books.
- Check out the Student Guild’s Welcome Week for freebies, competitions, parties and prizes.

Attending Classes

You will need to attend classes for each of your units. Your classes will usually be a combination of lectures and tutorials, but depending on your course there may be additional types of classes which you may need to attend.

In preparation for your first lecture and tutorial, login to QUT Blackboard to download and read through any set materials – get into the habit of doing this before your lectures and tutorials each week.

First lectures are particularly important as you will find out detailed information about requirements for each of your individual units and meet your teaching staff. Hopefully, you will recognise a few familiar faces from O-Week, but if not, don’t be afraid to turn around and introduce yourself to the person sitting next to you.

Faculty academic staff

Faculty academic staff are here to help you succeed in your studies. Depending on your course structure, you will find different key staff contacts for your course or units. Check for key contact information on your QUT Blackboard sites.
Planning your semester

- Familiarise yourself with your unit outlines and mark in all the due dates (found on QUT Blackboard) for your assessment items in the free semester planner.
- Work backwards from these due dates and map out preparation time and tasks for each assessment item. This may include research, time for drafts, practise time for presentations or meetings for group assessments.
- In the weekly planner, put in all your regular activities: lectures, tutorials, travel times and other commitments, for example work.
- Allocate and block out times for reading required materials before lectures and tutorials, and individual study.

If you missed out on a semester planner in O-Week, drop in and pick one up at:

- Caboolture: Student Centre – J Block
- Kelvin Grove: Student Support Services – Level 4, C Block
- Gardens Point: Student Engagement – Level 5 reception, Y Block

Purchasing your textbooks and study materials

You are able to purchase the following items from the QUT campus bookshop:

- textbooks
- required readings
- study-related materials
- stationery items.

Alternatively, you can borrow textbooks from the library, access study material from the Course Materials Database or enquire with your faculty to see if they offer a textbook loan scheme (for low income students).

The QUT Student Guild operates a second-hand bookshop and current students sometimes re-sell their text books – look out for public notice boards on campus or online.

Visit Counselling (domestic students) or International Student Services (for international students) if you need a loan for textbooks or study materials.

Welcome week

Hosted by the QUT Student Guild, Welcome Week is packed with fun activities, market and information stalls, parties and heaps of giveaways. Look out for the free QUT Guild student diary.
**Week 2: Support for learning**

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### Checklist

- Finalise changes to your units or majors.
- Know where to look for learning and study support.
- Be aware of the services your faculty or school offers and where they are located on campus.
- Look forward to a welcome call from a Student Adviser from the Student Success Program.
- Get involved in campus life to meet new people.
- Find out how you can develop your personal and professional skills through our Leadership, Development and Innovation Program.

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### Changes to your units or majors

Make sure you add any units to your enrolment program by 20 March. You should seek guidance from your faculty academic staff if you need help sorting out units or selecting majors. If you are not sure that you are in the right course, make a free appointment with Careers and Employment.

### Learning and study support

QUT offers a wide range of support services designed to support your study, including workshops, self-guided online learning and individualised support. Visit [www.student.qut.edu.au/studying/support-for-learning](http://www.student.qut.edu.au/studying/support-for-learning).

### Library Helpdesk

Study and research questions can be quickly and easily solved at the Library Helpdesk. Professional staff and experienced students (peer advisers) will assist you with researching, writing, referencing, planning your time or managing your study. The Library Helpdesks are staffed during branch opening hours at Gardens Point, Kelvin Grove, Caboolture and the Law Library.

The library provides resources and services to support your learning and research needs. Discover the library [www.library.qut.edu.au](http://www.library.qut.edu.au).
Support for students from diverse backgrounds

The Academic Language and Learning Services provide specialised English language and academic support for all students with English as an additional or second language. Get help to improve your reading, writing and speaking skills.

The Oodgeroo Unit provides academic, as well as personal and cultural support, to students who are of Aboriginal or Torres Strait Islander descent. For more information, go to www.qut.edu.au/about/oodgeroo

Support for students with a disability, injury or health condition.

If you have a disability, injury or health condition (permanent, temporary, episodic or fluctuating) that may affect your ability to study, register with Disability Services for free, confidential advice that won’t appear on your student record. Services include:

- assistive technology support including computing labs and assistive hearing devices
- alternative formatting including braille, electronic and large print
- peer note-taker program for students who are unable to take notes in class
- assessment support

Support for Elite Athletes

QUT is officially recognised as an elite athlete friendly university. If you compete in a state or national level squad, make sure you register as part of the QUT Elite Athlete Program.

The program provides flexible enrolment and assessment, academic support, scholarships and financial support, and special consideration where possible.

Help with specific subject areas

STIMulate can help you with maths, science or IT concepts no matter what course you are studying. Their free programs are offered across all three campuses and include drop in assistance sessions with peer learning facilitators, online resources and group sessions.

Get involved

There’s more to uni than just studying. Getting involved with other aspects of university life helps you become a balanced, successful and well-rounded student.

- Look for a peer program to help you study.
- Develop personal and professional skills through the Leadership, Development and Innovation Program.
- Join social and competitive sporting clubs.
- Generate a great idea or start a student project with Student Clubs and Projects Grant funding.
- Look out for events offered by QUT clubs and societies, and join one if you haven’t already.
- Take part in volunteering programs.
- Look out for university-wide flagship events like the QUT Ball and QUT Classic fun run.
- Attend international festivals and cultural celebrations.
- Register for CareerHub to help you prepare for and find employment
- Like QUT Students on Facebook (the official university page for students) or subscribe to the Student Engagement Newsletter by emailing engage@qut.edu.au

Student Engagement provides you with opportunities to help make the most of your student experience and includes

- orientation events and programs
- flagship events
- international and cultural events
- competitive sports and recreational activities
- leadership program
- volunteering program.

Find out more www.student.qut.edu.au/student-life
Week 3: Assessments and study

Checklist

- Start on your first assessment piece and know how to submit an assignment.
- Take advantage of peer mentoring programs for your units/faculty or think about forming a study group.
- Feel that you are on track with balancing study, work and personal commitments.
- Know if this course is the right choice for you.

Your assessments

Depending on your course, you will be required to submit different assessment pieces such as written assessments, quizzes, workbooks, journals, performances, studio sessions, practical/industry placements, presentations or group assessments. You will be required to submit the majority of your assessments via Assignment Minder. Check with your units’ QUT Blackboard site to see if another method is required for specific assessment pieces. Don’t be afraid to ask your lecturer, unit coordinator or tutor for clarification.

Study groups

If you haven’t signed up for any peer programs, or if they aren’t offered for your unit, consider forming a study group with your classmates. Study groups allow you to gain new perspectives, share notes, discuss the topics and promote deeper learning and understanding of the subject area. Sharing information with a study group member can also be useful for those times where you can’t make it to class and is also a way of making new friends. You can book a group study room in the Library.

Assignment Minder is QUT’s secure assignment submission, distribution and collection service for students and staff across all campuses. The service is co-located with the IT Helpdesk at Gardens Point and Kelvin Grove, and with the Library Helpdesk at the Caboolture campus. For more information visit www.am.qut.edu.au
**Stay on track**

At this stage you should revisit your study plans in preparation for upcoming assessments.

**Counselling Services** can assist with any personal and welfare issues which may affect your ability to study, and **International Student Services** can provide specialist support for international students.

Counselling services is here to support you with any issues you may experience and help you alleviate any stress you might feel, so you can get on with study. Services include: free counselling, budgeting and welfare advice, advice on Centrelink issues, emergency loan scheme. For more information visit [www.counselling.qut.edu.au](http://www.counselling.qut.edu.au)

**Are you in the right course?**

It’s quite common for students to find that their course isn’t exactly what they thought it would be.

**QUT has dedicated career support** that can help you to make choices around your career direction and your choice of course of course direction. With Census Date approaching next week, now is the time to ask the critical questions and explore options so that you can make decisions to drop out of your course or withdraw from units without incurring a financial penalty.

Your course administration team or faculty based student service staff may also be able to provide you with advice to help you decide.

International Students should contact an International Student Counsellor for support.

**International Student Services** provides support for International students, and includes

- personal advice and counselling
- financial help
- social and recreational activities
- support for families of international students.
**Week 4:** Feedback and finalise

**Checklist**

- Have everything in order before Census date, 20 March.
- Have received some feedback on your progress in units.

**Feedback on your progress**

There are many services and staff to help you succeed in your studies, but ultimately you are responsible for your learning journey. You may have received feedback from your tutor about your progress by now, if not, be proactive and ask. Keep the lines of communication open between you and your lecturers and tutors, and remember to pick up your assignment and read the comments. If needed, don’t be afraid to ask for help.

**Census Date**

You need to have your enrolment requirements completed by this date, this may include:

- withdrawing from units, as you’ll still need to pay for the unit if you withdraw after this date
- submitting Commonwealth assistance forms if you are requesting HECS-HELP
- paying fees if you are a tuition paying student.
5 & beyond: Survive and thrive

Checklist

- Know what and when the Academic Penalty date is
- Learn about and access developmental programs and well-being initiatives
- Explore services to support your study
- Know about financial support available

Academic penalty date

If you decide you don’t want to continue studying a unit that you are enrolled in and withdraw after this date, you’ll receive a Withdrawn – Fail on your academic history which will affect your Grade Point Average (GPA). This date usually takes place in week 9 of the semester.

Development and well-being

Taking care of your personal well-being is essential. We offer a range of programs and activities to help you develop skills beyond the classroom and stay connected. Connecting with various programs provides you with a network of students or staff who may be able to offer support and advice when needed.

Immerse yourself in campus life (see Get involved section, week 3) and explore other opportunities like,

- Global Café
- Language Conversation Classes.

Counselling Services provide free and confidential one-on-one appointments for QUT students with personal issues as well as developmental workshops including:

- stress and time management
- motivational workshops
- mindfulness programs.

Study Smarter

Learn to study, research and write effectively via online guides, face to face workshops and online tutorials. Our resources include:

☑ Study Solutions – individual study assistance with your study, research or writing.
☑ Workshops and tours – run throughout the semester focusing on study and research skills.
☑ Studywell – online resources to help you learn to study effectively including study management, reading and note-taking, researching, writing, referencing and citing, working in teams, presenting and exam preparation.
☑ Study Smart – step-by-step tutorials to help you: understand your assignment task, identify and find information, evaluate and manage your information, synthesise and communicate your ideas, and use your information appropriately.
☑ Subject Guides – useful resources by subject area.
☑ Assignment Calculator – generate a project plan using this tool to help you identify and complete critical steps of the assessment process, and referrals to relevant resources.

Financial survival

Financial help

Living on a student income can be tricky at times, if you need financial support consider:

► calling the QUT Financial Helpline for budgeting advice and Centrelink problems
► applying for Emergency Bursaries to assist eligible students in unexpected financial hardship
► applying for a loan through the Student Financial Assistance Scheme.


Food bank

The QUT Guild operate a food bank stocking basic food items – if you are in need of this service, please make an appointment with the QUT Guild Student Rights Hub.

The Caboolture campus food bank is available Monday to Friday 8.30am–4.30pm. No appointment necessary, just come to the Counselling, Careers and Welfare reception in O Block.


Free* medical appointments

The QUT Medical Centre provides health and medical services including information and advice to QUT students. Find out more at www.student.qut.edu.au/services-and-facilities/all-services/qut-medical-centre

* Australian students are bulk billed through Medicare and international students are billed to their Overseas Student Health Cover

Scholarships and Equity support

Scholarships are available to students studying in certain faculties or courses and students who:

☑ come from a low-income background
☑ are Aboriginal or Torres Strait Islander descent
☑ are women
☑ come from a regional or remote area
☑ excel at sports
☑ excel academically.

Services and facilities directory
Your QUT contacts

- **Academic Language and Learning Services**
  - GP X Block, Level 3 | KG C Block, Level 4
  - Phone GP 3138 6717 | KG 3138 3963
  - Email llrecep@qut.edu.au
  - www.student.qut.edu.au/international/language-and-learning-support

- **Accommodation Services**
  - GP X Block, Level 3 | KG C Block, Level 4
  - Phone GP 3138 0072 | KG 3138 1596
  - Email accommodation@qut.edu.au
  - www.qut.studystays.com.au

- **Careers and Employment**
  - GP Y Block, Level 5: Monday–Friday, 9am–5pm
  - KG C Block, Level 4: Monday–Friday, 9am–5pm
  - CB O Block, Level 1: Monday–Friday, 8.30am–4.30pm
  - Phone GP 3138 2649 | KG 3138 3488 | CB 5316 7666
  - Email careers@qut.edu.au
  - www.careers.qut.edu.au

- **Counselling Services**
  - GP X Block, Level 3: Monday–Thursday, 9am–5pm | Friday, 8am–4pm
  - KG C Block, Level 4: Monday–Thursday, 9am–5pm | Friday, 8am–4pm
  - CB O Block, Level 1: Monday–Friday, 8.30am–4.30pm
  - Phone GP 3138 2383 | KG 3138 3488 | CB 5316 7666
  - Email welfare@qut.edu.au
  - www.qut.edu.au/about/services-and-facilities/all-services/student-counselling-services

- **Disability Services**
  - Phone GP 3138 2699 | KG and CB 3138 5601
  - Email student.disability@qut.edu.au
  - www.qut.edu.au/disability-services

- **Equity Office**
  - GP Y Block, Level 5 | KG C Block, Level 3
  - Phone GP 3138 2699 | KG 3138 5601
  - Email equityenq@qut.edu.au
  - www.qut.edu.au/about/equity

- **QUT Medical Centre**
  - GP X Block, Level 4: Monday, Thursday and Friday 8.30am–5pm | Tuesday and Wednesday 8.30am–7pm
  - KG 44 Musk Avenue, Level 2: Monday, Thursday 8.30am–6pm | Tuesday, Wednesday, Friday, 8.30am–5pm
  - Phone GP 3138 2321 | KG 3138 3161
  - Email wiu@qut.edu.au
  - www.medical-centre.qut.edu.au

- **International Student Services**
  - GP X Block, Level 3 | KG C Block, Level 4
  - Phone GP 3138 2019 | KG 3138 3963
  - Email issadvice@qut.edu.au
  - www.student.qut.edu.au/international

- **IT Helpdesk**
  - GP V Block, Level 2 | KG R Block, Level 2
  - Phone 3138 4000
  - Email ithelpdesk@qut.edu.au
  - www.ithelpdesk.qut.edu.au

- **QUT Printing Services**
  - GP V Block, Level 2 | KG R Block, Level 2 | CB L Block
  - Phone GP 3138 1474 | KG 3138 3938
  - www.qps.qut.edu.au

- **Postgraduate Research Student Centre**
  - KG 88 Musk Avenue, Level 4: Monday–Friday, 9am–5pm
  - Phone 3138 4475
  - Email research.enquiries@qut.edu.au
  - www.student.qut.edu.au/research

- **STIMulate**
  - GP O Block, Level 3, Room 304 | KG R Block, Level 3
  - CB L Block
  - Phone 3138 1614
  - Email stimulate@qut.edu.au
  - www.library.qut.edu.au/learn/stimulate.jsp

- **Student Engagement**
  - GP Y Block, Level 5
  - Phone 3138 7625
  - Email engage@qut.edu.au

- **Student Centres**
  - GP X Block, Level 1: Monday–Friday, 8.30am–5pm
  - KG F Block, Level 6: Monday–Friday, 8.30am–5pm
  - CB J Block, Level 1: Monday–Friday, 8.30am–4.30pm
  - General enquiries can be made by:
    - Phone 3138 2000
    - Email askqut@qut.edu.au

- **Student Guild**
  - KG C Block, Level 2: Monday–Friday, 9am–4.30pm
  - Phone 3138 1666
  - www.qutguild.com