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| |  | | --- | | wELCOME!Thank you for joining the buddy programme! We hope you find this experience useful.If you have any questions or concerns, please feel free to contact us, the coordinators, on[Email Removed]Joseph Chen and Julia Plank | | Fortnightly Catch-ups | SUPERFINO / ZoomMon 26 Jul – Fri 30 JulMon 9 Aug – Fri 13 AugMon 23 Aug – Fri 27 AugMon 20 Sep – Fri 24 SepMon 4 Oct – Fri 8 Oct The catch-ups provide you with an opportunity to ask a doctoral student questions about research, postgrad life, coursework and more. Each session is focused on a particular learning theme to help you develop your research skills. | | |  | | --- | | ObjectiveThe buddy programme provides you with a support network and knowledge sharing community through which students can improve their understanding of academia and research abilities. | | Smart Phone outline | | CONTACTSMental health distress?ADHB Mental Health Crisis Line[Phone Number removed]National helpine ‘Need to Talk’ free call/text [Phone Number removed]University Healthy and Counselling[Phone Number removed]Student Support[Email Removed]Coursework issues?Student CentreCourse InstructorAcademic DirectorResearch issues?SupervisorDepartmental Graduate AdvisorHead of DepartmentSMS Postgrad Director[Email removed] | |

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| |  | | --- | | IMPORTANT POLICIES AND PROCEDURES **All required forms available at** [Institution-Specific Link Removed]  COURSEWORK AND EXAMS  **Aegrotat**  Must complete health declaration form with medical professional on day of affected exam or test  **Compassionate Consideration**  Dependent on circumstances e.g. family illness, bereavement, serious relationship or family issues  **Late deletion**  Late deletion is for students who are unable to continue with study due to exceptional circumstances such as illness, injury, or events beyond their control. Evidence must be provided, including a cover letter from the student and a letter from a counsellor or doctor which includes a specific recommendation. Need to complete an AS-47 late deletion application form. Contact [Institution-specific email removed]  **Withdrawal**  Withdrawal is when a student drops a course after the deadline for changing enrolment. There is no refund, the course will remain on your academic record as a withdrawal (W) which is counted as a 0 towards your GPA. If you withdraw from a course, the course is counted essentially as a fail for student allowance and progress regulations. Must complete AS-70 Course Alteration form.  **Applying for extensions**  An extension for a course is granted by the course coordinator.  An extension for a dissertation or thesis is granted online if you complete the AS-503 Application for Senate Approval of Extension of Time. You must include a brief explanation of the exceptional circumstances, a timeline for completion during the period of the extension, and independent evidence which verifies your circumstance (e.g. medical certificate). There will be a fee.  Maximum extension for a dissertation is two months, for a thesis four months.  **Suspension**  If you are unable to study in a particular semester, need to submit AS-502 Application for Senate Approval for Suspension of Enrolment. Must include brief explanation of exceptional circumstances, timeline, independent evidence (similar to above).  FINANCES  **Student Emergency Fund**  Student Emergency Fund if an unexpected event has caused financial difficulties and is affecting your studies. You must be a currently enrolled student, have attended your course for at least two weeks, have exhausted all other avenues of financial assistance. Complete form online. Fund supports living costs but does not cover tuition fees.  **AUSA Hardship Grant**  AUSA Hardship grant for students experiencing severe financial difficulties. Successful students granted up to $250 for food, accommodation, travel, or medical costs. Apply online and contact [Email removed] for more info.  **UOA Partnership Appeal Award**  UOA Partnership Appeal Award for students in final year of degree programme who are experiencing significant hardship. Award between $500 to $5000 made twice each year- deadlines on 4 April and 4 August. Apply online. | |