**Buddy Group Leader (BGL) Training, Semester 2 2021**

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7. **Buddy Group Leader Role**

**The purpose of the buddy programme is to:**

* Improve student well-being
* Improve student academic performance
* Improve student understanding of academia
* Increase student engagement and retention in Masters and Doctoral programmes

**The role of the BGL is to:**

* Support pre-doctoral students (Masters, Honours, PgDip)
* Share knowledge and advice on topics related to research, career, coursework
* Encourage and assist pre-doctoral students if they have questions or concerns

**The requirements of the BGL:**

* Must be in at least their 2nd year of a PhD programme
* Attend mental health first aid course, BGL training, and buddy programme orientation
* Meet with buddy group fortnightly at designated meeting time
* Attend seminars with buddies

**Important Dates**

**Mon 12 July 2021 8.30am-4.30pm** Mental Health First Aid Course

**Wed 14 July 2021 1pm-3pm** BGL Training

**Thu 15 July 2021 12pm-1pm**  Buddy programme orientation

Mon 26 Jul – Fri 30 Jul 2021 Catch-Up #1

Mon 9 Aug – Fri 13 Aug 2021 Catch-Up #2

Mon 23 Aug – Fri 27 Aug 2021 Catch-Up #3

Mon 20 Sep – Fri 24 Sep 2021 Catch-Up #4

Mon 4 Oct – Fri 8 Oct 2021 Catch-Up #5

1. **Boundaries**

TAKE CARE OF YOURSELF FIRST.

BGLs provide a support network and knowledge sharing community.

Recognise that you are student too and don’t have all the answers. When in doubt, ask the buddy programme coordinators.

Communication with buddies should occur via your university email through the duration of the buddy programme in Semester 2.

Following that, you may choose to engage via other channels.

1. **Contacts**

**Mental health distress**

ADHB Mental Health Crisis Line [Publicly Funded Call Line]

National helpline ‘Need to Talk’ free call/text [Publicly Funded Call Line

University Health and Counselling [Institutional Health/Counselling Service]

Student Support [Institutional Student Support Email]

**Coursework issues**

Student Centre [Institutional Student Centre Number]

Course instructor Dependent on course

Library and learning services [www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)

Departmental Academic director

**Research issues**

Supervisor Dependent on student

Departmental graduate advisor

Head of department

**Unsure/other issues**

Buddy Programme Coordinator 1- Joseph Chen [Email removed]

Buddy Programme Coordinator 1- Julia Plank [Email removed]

Both BBGLs [Email removed]

**Problem with your Buddy Programme Coordinator**

Proctor [Email removed]

Trevor Sherwin [Email removed]

1. **Techniques**

Effective listening

* Be present
* Open-minded
* Minimise interruptions
* Questions to improve understanding
* Watch for non-verbal cues
* Interactions that build self-esteem
* Create a safe environment
* Summaries

1. **Conversation Prompts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Orientation | 1 | 2 | 3 | 4 | 5 |
| Introductions  Semester 2 prep | Reading and evaluating journal articles | Presentations and interpersonal skills | Academia and alternative pathways, networking | Exam prep and dissertation writing | No Theme |

1. **Orientation Information**
2. Intro to the buddy programme (15 mins)
3. Meet your buddy group
4. Important policies and procedures
5. Tour

**Introduce yourself.**

*My name is… I am a… I like to…*

**Get to know your buddies.**

**Check if they are prepared for semester 2.**

Are they international students, domestic, new to Auckland?

* If international, do they have accommodation? Have they sorted their bank account and transport needs?

Are they aware of university policies?

* Aegrotat
  + Must complete health declaration form (available online) with medical professional on day of affected exam or test Apply at aegrotat.auckland.ac.nz/apply
* Compassionate consideration
  + Depends on your circumstances- family illness, bereavement, serious relationship or family issues.
* Withdrawal and 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 late deletion application form.
  + 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.
* Finances; student emergency fund; hardship grants; UOA Partnership Appeal Award
  + 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 for students experiencing severe financial difficulties. Successful students granted up to $250 for food, accommodation, travel, or medical costs. Apply online and contact [welfare@ausa.org.nz](mailto:welfare@ausa.org.nz) for more info.
  + 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. <https://www.auckland.ac.nz/en/study/scholarships-and-awards/find-a-scholarship/university-of-auckland-partnership-appeal-award-390-392-all.html>
* 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).

**Show your buddies around the campus.**

*Where are the good spots to eat/buy lunch, get coffee? How to print documents?*