QUT ELITE ATHLETE PROGRAM GUIDE
FOR ELITE ATHLETES

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QUT Elite Athlete Program

In 2004 QUT signed with the Australian Institute of Sport (AIS) and the Australian Sports Commission (ASC) as an "Elite Athlete Friendly" University to help lead the way nationally in supporting elite athletes. The Elite Athlete Program is managed by Careers and Employment. QUT recognises the demand on elite athletes through training and competition, and endeavours to provide student athletes with the same opportunity to excel in their studies as other students. Over 330 elite athletes, represented across more than 50 different sports, are currently enrolled at QUT and registered with the program.

Registering with the Elite Athlete Program helps the university identify elite athlete students and provide them with a flexible and responsive approach to admissions, enrolment and assessment; academic support; OP upgrading; career counselling; career mentors; scholarships; networking opportunities; and special consideration where possible. Many professional athletes choose to study at QUT knowing that support is available.

Elite athlete information is managed through the Elite Athlete Database, from which a list of current athletes is provided to academic staff. For any concerns or questions, elite athletes can contact staff at Careers and Employment to provide advice and information.

Aims
The Elite Athlete Program aims:

- To support elite student athletes in the pursuit of the sporting and academic goals
- To increase the profile of sport at QUT and recognise the achievements of elite student athletes.

Eligibility
To qualify for the QUT Elite Athlete Program an athlete, coach or referee must be part of an Australian Sports Commission (ASC) recognised sport, which requires heavy training and competition and meet one or more of the following criteria:

- The athlete is recognised by the AIS, QAS or Professional Player’s Association
- The athlete is a member of a national senior squad from an ACE supported sport
- The athlete is in a state, national level squad in open or age level competition
- The athlete is in a state, national level development squad
- The individual is a coach or referee within national or international level competitions

NOTE: Competing in a competition that requires you to train a couple of sessions per week, plus give up part of your weekend to compete, does not qualify you as an Elite-Student Athlete.

Registering

Eligible students can register as an elite athlete through two methods depending on whether they are a prospective student or current QUT student.

Prospective Students

If you are a secondary school student, or student applying to QUT for the first time, and meet the above eligibility requirements, you can be granted a bonus of up to 3 OP scores or 6 ranks when applying to QUT. This is known as the Elite Athlete Entry Program. For example, a student who receives an OP score of 8 and wants to study a course that requires an OP of 5 may still be eligible to study at QUT.
The Elite Athlete Program is listed as a special entry program under QUT Admissions. Prospective students will be required to complete an online form, and attach a sports resume listing the teams and competitions in which they have participated. You will receive an email response to confirm your application submission. All applicants will be notified of their outcome before the major offer rounds are announced.

For a copy of the Assessment Procedure and Policy for the Entry Program, please contact staff at the Elite Athlete Program.

Elite Athlete Entry Program Online Form

Current Students

If you are a current QUT student and meet the eligibility criteria as an elite athlete, you can register by filling out the Registration Form on CareerHub: https://careerhub.qut.edu.au/Form.aspx?id=106995

You will receive an email response back to confirm your registration, which will include all of the current information about the program.

Ongoing Requirements and Responsibilities

Communication with your Academic Staff

All athletes are expected to identify themselves as Elite Athletes to their tutors and lecturers at the start of each semester, as well as notify them of any travel and absences as soon as they are known. This will make it a lot easier when applying for deferred examinations and assignment extensions due to sporting commitments and travel.

Orientation

All Elite Athletes must attend an Orientation session when they first join the program. This will be held at the start of each semester on both campuses. If you join the program mid semester, you will be required to attend the session the following semester. The orientation will provide important information about the program and guide you on how to balance your academic and sporting life.

Updating Information and Competition Results

It is a requirement of the Elite Athlete Program that you keep the Program Coordinators up to date with your current information and sporting achievements. At the start of each semester you will be contacted via email asking you to update certain details. You must respond to this email to be included in the program for that semester. It is important for the program coordinators to have up to date information as a list of current Elite Athletes is sent to the academics in each faculty each semester so they can identify you when appropriate.

Each athlete should also advise the Elite Athlete Program Coordinators of any major competitions and results. We love to know what you have been up to and want to celebrate your successes. We also need to be informed of your results for our end of year awards.
Please ensure your email address you have provided us is one that you currently use and check regularly as email is our main form of communication. Please make sure our emails are not going into your ‘junk mail folder’ and that your inbox is not full.

We have a QUT Elite Athlete Facebook page which we use to announce important information, reminders, post event photographs and create a strong Elite Athlete community at QUT. It’s a great opportunity to meet fellow athletes at QUT and share information. To add us on Facebook:  
http://www.facebook.com/?ref=logo#!/eliteathleteprogram

Events

There are two events each year that Elite Athletes are required to attend unless competing or other good reason is provided:

Elite Athlete Program Annual Launch

At the start of each year, usually in April, the Elite Athlete Program holds a launch to welcome new elite athletes and present the sporting scholarship recipients for the year. This is the first of two networking events held for elite athletes throughout the year. It is an excellent way to meet other elite athletes within QUT, and speak with faculty and university contacts supporting the program. The invitation is extended to Elite Athlete Program participants and their parents, partners and coaches.

Elite Athlete Program Awards Night

The Awards Night is held annually, usually in October, and recognises elite athletes who have made Australian Representation in their sport. Special awards announced on the night include Sportsman and Sportswoman of the Year (selected by QUT Student Guild Sport), and Elite Athlete and Young Elite Athlete of the Year (selected by the Elite Athlete Program).

Key Contacts

QUT Elite Athlete Program Coordinators

The QUT Elite Athlete Program Coordinators can be contacted via email, phone or in person. The program is coordinated by Alison Thomson (Career Counsellor) and Hayley McLeod.

We can assist in the following areas:
- General queries
- Admissions and OP benefits
- Deferments, extensions, clashes with assessments
- Upcoming elite athlete events
- Registration processes
- Regular updates on contact details and achievements

Phone: (07) 3138 2649  
Fax: (07) 3138 2368  
Email: eliteathletes@qut.edu.au  
Office Located: Room X222, Level 2, X Block, QUT Gardens Point Campus
Avoiding Academic and Sporting Clashes

It is the responsibility of the athlete to liaise with their unit coordinators and other teaching staff about any clashes as soon as they become apparent, preferably at the start of each semester if possible. The Elite Athlete Program may be able to assist with any issues along the way.

Managing university study and sporting commitments is a common issue for many athletes. If you feel you are not coping well or would like to discuss ways to better manage your time and approach to study, please make an appointment with Alison Thomson. To book a session phone 07 3138 2649 and state you are on the Elite Athlete Program.

Tips:

- Consult the QUT academic calendar to see key dates of teaching periods and examination periods and whether they will clash with your sporting commitments. Try to find out assessment dates as soon as possible and keep an eye out when exam timetables are released so that you are able to advise your lecturers of any clashes. In most cases you can apply for a deferred exam or extensions, if needed.
  
  QUT Academic Calendar

- Communicate with your tutors, lecturers and unit coordinators throughout each semester. Introduce yourself as an Elite Athlete at the start of the semester and let them know of your upcoming competition and training schedules. Let them know of any clashes as soon as they become apparent.
  (If you have problems contacting your faculty, contact us for further assistance)

QUT Staff Directory

Here is an example of how to email your faculty staff:

Dear (Unit Coordinator/Lecturer/Tutor),

I am currently registered as an Elite Athlete at QUT for Swimming. This year there are a number of local, interstate and international competitions I am required to attend. I am currently part of the senior national squad.

The current dates for competitions are listed below. For some of these competitions extra days for travel to/from the competition may be required. Other competitions may arise at the last minute but I will be sure to inform you of any absence as soon as I am aware.

I may need to make alternative arrangements for some of my assessment where it clashes. I may also need to arrange to collect some course materials ahead of time. Could I please make an appointment with you to discuss the best way forward?

<table>
<thead>
<tr>
<th>Dates</th>
<th>Competition</th>
<th>University Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 April</td>
<td>Victorian State Championships*^ (Melbourne)</td>
<td>Vacation</td>
</tr>
<tr>
<td>17-18 April</td>
<td>New South Wales Invitational*^ (Gosford)</td>
<td>Uni Week 6</td>
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<tr>
<td>24 April</td>
<td>Brisbane Qualifier 1 (Wynnum)</td>
<td></td>
</tr>
<tr>
<td>12-14 June</td>
<td>Queensland State Age &amp; Open Championships^ (Brisbane)</td>
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Relocating for a semester due to training or competition

Cross-institutional study at another University or via distance is available if you meet the eligibility criteria. Contact your course coordinator to discuss your situation. Investigate the universities in the city you are moving to – their cross-institutional guidelines also need to be met. Alternatively, deferment or leave of absence may also be an option. These are outlined in the webpage below.

Interrupting Studies Webpage

If you are unsure of whether cross-institutional study, deferment or leave of absence is the right option for you, a career counselling session can be arranged with Alison Thomson. To book a session phone 07 3138 2649 and state you are on the Elite Athlete Program.

Class Absence due to Illness, Injury or Competition and Special Consideration

If you know you will be absent from classes for an extended period of time, you should contact your coordinators, lecturers and tutors and try to organise collection of course materials ahead of time if possible. In most cases, class materials and notes will be online, but sometimes lecturers cannot provide materials ahead of time. Another good option is to make friends in each of your classes and ask them to share their notes and any important information you may have missed.

If you feel the period you are away will have a detrimental effect on your unit outcome, you may be able to apply for special consideration to be given. More information on special consideration and the application form are below.

Special Consideration Guidelines and Form

Flexibility for Practicum and Professional Placements

You may be able to receive special flexibility for your placements within your course however, this decision is made at the discretion of the faculty concerned. Contact the coordinator of the prac/placement and outline your circumstances along with the type of flexibility you are seeking. Contact the Elite Athlete Program if you are having issues coordinating with your faculty.
Deferring exams, changing tutorial times, applying for assignment/assessment extensions

All queries regarding unit details, deferred exams, extensions and special consideration should go through your faculty. Contact details of your coordinators and lecturers are on your unit outline.

Deferring Exam

If your exams clash with sporting commitments, you can apply for a Deferred Exam.

You will need to submit the Deferred Exam Application Form with supporting documentation. Application for Deferred Examinations (DEF)

Mention you are in the Elite Athlete Program. Documentation should be a letter from your coach outlining the commitment and dates and a travel itinerary, or a letter from a doctor or medical practitioner (if medically related).

For mid semester exams these forms must be submitted to your Faculty. For end of semester exams they must be submitted to the QUT Student Centre.

Be sure to consult the academic calendar which indicates the exam periods in each semester and check as soon as the exam timetable becomes available.

Changing Tutorials

The best way to ensure your tutorials do not clash with sporting commitments is to choose them as soon as they become available so you do not miss out on your preferred time. If the tutorial you are allocated clashes with training or another commitment you cannot change, you can request a change of tutorial.

Most faculties will have a ‘Change of Tutorial’ form (see below) which will need to be submitted and then followed with an email to the unit coordinator. Be aware that they will receive many requests to change tutorials so please contact them as soon as possible and be polite. They will be very busy at the start of each semester so a response may take a while. Please keep in mind not all requests will be able to be approved due to time and class size restraints. Please contact the Elite Athlete Program if you have any problems.

Faculty of Business
Business School Request to Change Class (including Tutorials)

Faculty of Education
Request to Change Tutorial Time

Faculty of Health
Faculty of Health Request to Change Tutorial Allocation
School of Psychology and Counselling Request to Change Tutorial Allocation

Faculty of Law
Change of Tutorial Time – no official form. E-mail: law.timetabling@qut.edu.au with at least 3 options for tutorial times that are suitable.
**Faculty of Science and Technology**
Change of Tutorial Time – no official form. E-mail: sef.enquiry@qut.edu.au with at least 3 options for tutorial times that are suitable or contact SEF student services on (07) 3138 8822

**Faculty of Creative Industries or No official forms available**

Where no official form exists you should e-mail to your unit co-ordinator directly.

An example of how to email them is:

Dear (Unit Coordinator),

My name is ___________ (n_________), and I am currently a QUT Elite Athlete who competes in the Australian _________ Team.

I am enrolled in (Unit code) for Semester 2, 2012. The classes I have been allocated to are -
LBT488 TUTE Wed 5-6 GP Q224
LBT488 PRAC Wed 2-5 GP Q704

However due to my training schedule and commitments I was hoping to be allocated to -
LBG488 TUTE Tue 1-2 GP L418
LBG488 PRAC Tue 2-5 GP Q704

Would it be possible to speak with you about possible changes to my class allocations this semester?

Kind regards,
________ _______, (n_________)

**Assignment/Assessment Extensions**

Try to find out your assessment schedule as early on in the semester as possible. This way you can inform your lecturer or tutor if you will be absent on or around the due date. If you do have sporting commitments that clashes with due dates and require an extension, you should submit an Extension Request Form as soon as possible.

Most faculties will have an ‘Assignment/Assessment Extension’ application form (see below) which will need to be submitted with supporting documentation to your faculty as soon as possible.

**NOTE:** Please never assume that your application for deferment or extension has been approved. If the due date is approaching and you have not been contacted, please contact your faculty office.

**Faculty of Business**
School of Economics and Finance: Application for Extension for Assignment/Assessment
School of Advertising, Marketing and Public Relations: Application for Assignment/Assessment Extension

**Faculty of Education**
Application for Extension for Assignment/Assessment
Faculty of Health
Application for Extension for Assignment/Assessment

Faculty of Law
Application for Extension for Assignment/Assessment

Faculty of Science and Technology
Please e-mail your course co-ordinator or eliteathletes@qut.edu.au and ask for an application for extension to assessment item.

Faculty of Creative Industries or No official forms available

Where no official form exists you should e-mail to your unit co-ordinator directly.

An example of how to email them is:

Dear (Unit Coordinator),

My name is ____________ (n__________), and I am currently a QUT Elite Athlete who competes in the Australian _________ Team.

I am enrolled in (Unit code) for Semester 2, 2012. I have

However due to my training schedule and commitments I was hoping to be allocated to:

LBG488 TUTE Tue 1-2 GP L418
LBG488 PRAC Tue 2-5 GP Q704

Would it be possible to speak with you about possible changes to my class allocations this semester?

Kind regards,

________ _______, (n__________)

Useful Online Forms for Admission, Enrolment and Exams

You can find a list of online forms through the student gateway: http://www.student.qut.edu.au/forms
Some common forms are:

- **CM Form** – Apply to change your major
- **EA Form** – Apply for the Elite Athlete Entry Program (Prospective students)
- **RI Form** – Apply for intra-faculty course change or dropping one degree from a double degree
- **RC Form** – Apply for withdrawal without academic penalty and re-credit of HELP/tuition fees (if applicable)
- **RE Form** – Apply for reinstatement of enrolment
- **DEF Form** – Apply for a deferred exam
- **SPE Form** – Apply for special consideration
Sports Scholarships and Financial Assistance

Sports Scholarships

The Vice Chancellor’s Sports Scholarships are available to commencing students each year. For more information about all scholarships (including Academic) please visit: http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes

Vice Chancellor Sports Scholarship (eligible only to school leavers upon starting at QUT)

Up to 5 scholarships will be offered each year.
- Approx $6000/year cash grant for duration of study to a maximum of 4 years
- Extensive Academic Support
- Must excel both academically and in their sport

For more information go to: http://www.scholarships.qut.edu.au/

Equity Scholarships

You may be eligible for an Equity Scholarship if you are from a low-income background or experiencing financial hardship. Equity Scholarships are for either $5,000, $2,500, or $1,000 for one year. For more information visit: http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/equity-scholarships-scheme

Financial Assistance

There are a few ways in which Elite Athletes can obtain financial assistance from QUT.

Vice-Chancellor’s Financial Support Fund

Each semester Elite Athletes who have incurred more than $500 of expenses travelling to national or international competitions are invited to apply for the Vice-Chancellor’s Financial Support Fund. This fund aims to provide partial reimbursement to athletes for competition costs incurred that semester. The application form will be sent via email to the athletes at the start of each semester and will need to be completed and submitted before the closing date. Applications will be assessed by the Elite Athlete Program Committee and the funds will be distributed to successful applicants. This support fund aims to ease some financial pressure athletes might feel when paying for travel and competition costs.

Student Financial Assistance Scheme

The purpose of the Student Financial Assistance Scheme (SFAS) is to provide short-term financial assistance to QUT students. Assistance is available for students who are experiencing unexpected financial hardship that is adversely affecting their education. Please contact Counselling Services to make an appointment to see the Welfare officer (Phone: 07 3138 2383 or 07 3138 3488 Email: welfare@qut.edu.au). Additionally, the Counselling Service website contains information about budgeting that may be of assistance.
**QUT Student Guild Welfare and Support Services**

The QUT Student Guild has a number of ways to assist students that are experiencing difficulties, in areas such as:

- Tenancy advice
- Centrelink advice
- Legal Assistance
- Text Book Bursaries
- Tax Help
- Food Vouchers
- Employment
- Community Referrals
- Transport Voucher
- Telstra Vouchers
- Accommodation

The QUT Student Guild can also help organise fundraising events (such as a BBQ on campus) by providing equipment and helping you source any food or products needed. You will be able to keep any profits (minus product costs) to put toward your cause. The team at the Elite Athlete Program are more than happy to help out and advertise events to other students.

If you would like assistance with any of the above, please contact the Student Guild here: [http://www.guildonline.net](http://www.guildonline.net) or on 07 3138 1666

**External Sponsorship and Financial Assistance**

Athletes are encouraged to approach external companies for sponsorship or financial assistance. Local community groups or businesses may be interested in sponsoring your travel to a competition, or providing equipment or products as a way to foster exposure for their company or brand.

You should prepare a professional sponsorship proposal which introduces yourself as an athlete and states recent notable achievements, details about what you would like to receive, and how their company will benefit from supporting you. Research some examples of proposals on the internet for more information.

**University Support Services**

QUT has a number of Student Support Services to help you throughout your time at University including:

- Counselling Services
- Careers and Employment Service including Career Counselling
- Equity Services
- Health Services including Medical Centre
- International Student Services
- Oodgeroo Unit
- Welfare and Financial Assistance
**Counselling Services**

The Counselling Service provides a professional, confidential and free counselling service to students. A range of services is offered which assist students to make the most of their experiences, especially their university experience. Our staff is committed to assisting students find solutions to a range of problems. Individual counselling is offered to students for academic and personal problems and group programs are run in areas, such as, stress management, motivation, self-esteem, time management, exam skills and dealing with exam stress.

*Phone: 07 3138 2383 (GP) or 07 3138 3488 (KG)*

**Careers and Employment**

Careers and Employment is a service that provides career counselling, career development and assistance in finding employment and work experience including job applications and QUT’s online job board CareerHub. There is a large resource centre at each campus that has information about employers, job applications, interview skills, mentor scheme, graduate programs and other useful information. You can make an appointment with a Career Counsellor for help with course uncertainty, career direction, job seeking help and mock interviews. Student athletes should ask for Alison Thomson when scheduling an appointment to see a career counsellor.

*Phone: 07 3138 2649  
Email: careers@qut.edu.au*

**Equity Services**

The key role of the Equity Services Department is as a cultural change agent, helping QUT to develop an organisational culture that values diversity and equal opportunity. In effect, this involves the creation of an environment which supports social and cultural diversity of students and staff at QUT and which is free from discrimination. Our key services include student support such as equity scholarships, disability services and support for students who have experienced discrimination.

If you have sustained an injury or have a medical condition that affects your ability to study, the Equity Department may be able to assist by making special arrangements that include assistive technology support, alternative formatting of course materials, assessment support and the note taker program.

*Phone: 07 3138 2699 (GP) or 07 3138 5601 (KG)  
Email: equityenq@qut.edu.au*

**Health Services**

QUT Health Services Medical Centre is an accredited facility provided for currently enrolled Students and Staff members of QUT. Their team of medical practitioners, psychologists, registered nurses, and administration staff are experienced in providing a safe, confidential and professional environment for medical, health and emotional issues. They provide general medical check-ups, immunisations, lifestyle support, men’s and women’s health, sexual health checks, mental health support and more.

*Phone: 07 3138 2321 (GP) or 07 3138 3161 (KG)  
Email: healthservices@qut.edu.au*
International Student Services

A wide range of support services are available to our International students including orientation, accommodation and home stay, visas and immigration, language and learning, employment, financial help and general health and wellbeing for students who are new to Australia.

Phone: 07 3138 2019 (GP) or 07 3138 3963 (KG)
Email: issadvice@qut.edu.au

Oodgeroo Unit

The Oodgeroo Unit is the centre of QUT’s activities in Aboriginal and Torres Strait Islander education studies and research. They help Aboriginal and Torres Strait Islander people to enter university, offer students academic, personal and cultural support, provides an Indigenous perspective to the university through teaching and learning and organise events for staff, students and the general public. There are a number of assistance schemes and scholarships and bursaries available through the Oodgeroo unit.

Phone: 07 3138 1548 (GP) or 07 3138 3610 (KG)
Email: information.oodgeroo@qut.edu.au

Welfare and Financial Assistance

The Counselling Service provides a free and confidential welfare service. Welfare Officers are available to assist students with issues such as Centrelink difficulties, budgeting, or tenancy issues. They can also help you access information about resources in the community, which may be able to further assist you. Please contact Counselling Services to make an appointment to see a Welfare Officer. The Student Financial Assistance Scheme (SFAS) is to provide short-term financial assistance to QUT students. Assistance is available for students who are experiencing unexpected financial hardship that is adversely affecting their education.

Phone: 07 3138 2383 or 07 3138 3488
Email: welfare@qut.edu.au

Remember, if you have any issues, please contact the staff at the Elite Athlete Program:

Phone: (07) 3138 2649
Fax: (07) 3138 2368
Email: eliteathletes@qut.edu.au
Office Location: Room X222, Level 2, X Block, QUT Gardens Point Campus