

TIP SHEET FOR ATHLETES

All enquiries go to the Elite Athlete Inbox | eliteathletes@qut.edu.au | 07 3138 2649

What to do to avoid academic and sport clashes:

The onus is on the athlete to liaise with their unit coordinators about these clashes at the start of the semester. The Elite Athlete Program can assist with any issues along the way.

1. Consult the QUT academic calendar to see when sport commitments may clash with subjects and assessment. Pay attention to when exam timetables will be released, and when the deferred examinations will be held.

[QUT Academic Calendar](#)

2. Notify your tutor, lecturer and unit coordinator at the start of the semester of any clashes. This gives your faculty time to resolve the clashes and offer alternative options.

[QUT Staff Directory](#)

Example email at the end of this document

3. If you having troubles contacting your faculty, contact **Jasmin Henery** – [Elite Athlete Inbox](#) for further assistance. Be aware that clashes can be very hard to resolve post exam or assessment submission.

Extension or deferred exam because it clashes with sporting commitments

Extensions:

If you have sporting commitments before/when assessments are due and require an extension, this should be submitted as early as possible.

Faculties have their own extension request forms and guidelines, refer below.

[Built Environment and Engineering](#)

[Business](#)

[Creative Industries](#)

[Education](#)

[Health](#)

[Law](#)

[Science and Technology](#)

****Remember to include all details of competition/training camps etc, and that you are registered with the Elite Athlete Program.***

Deferred Exam:

If your end of semester exam clashes with sporting commitments you can apply for deferred exam. Be sure to consult the academic calendar for the deferred exam period, and when the deferred exam timetable will be released.

You will need to submit a deferred exam form online with the supporting documentation.

Documentation should be a statement from a coach, doctor or medical practitioner. If you cannot provide such documentation or are having problems **Alison Thomson** – Alison.thomson@qut.edu.au

The Elite Athlete Program can sometimes provide documentation.

[Deferred Exam Form and Guidelines](#)

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Tutorial timetable does not fit with training

If your tutorials allocated at the start of the semester clash with your training contact your **unit coordinator** as soon as possible. Be aware unit coordinators get many of these requests, and leaving it to Week 1 mean the chances of changing will be slim. Refer to your faculty website for any guidelines on changing tutorials.

Example email at the end of this document

If you have issues contacting your unit coordinator contact **Jasmin Henery** - [Elite Athlete Inbox](#).

Relocate for a semester for training or competition

Cross-institutional study at another University or via distance is available if you meet the eligibility criteria. Contact your **course coordinator** or **school administration officer** 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

Ill/injured or away competing, and cannot attend university

If you will be absent from classes for an extended period of time, you should contact your **tutor and lecturer** to organise collection of course materials ahead of time.

A *meeting with Alison Thomson* can also be arranged if you feel the period you are away will have a detrimental affect on your unit outcome, and you need to seek alternate unit options.

- To book a session phone 07 3138 2649 and state you are on the Elite Athlete Program

Issues managing university study and training

This is a common issue for many athletes. In this situation you should make an appointment to see **Alison Thomson** to talk about different approaches to your study and/or how to manage your current load.

- To book a session phone 07 3138 2649 and state you are on the Elite Athlete Program

Flexibility for prac/professional placement etc

This decision is made at the discretion of the Faculty concerned. Contact the **coordinator of the prac/placement** and outline your circumstances and the type of flexibility you are seeking. Contact **Jasmin Henery** – [Elite Athlete Inbox](#) if you are having issues with coordinating this with your faculty.

Eligible for special consideration

If you believe your performance in an assessment item was adversely affected by illness or other special circumstances, you may apply for special consideration

Applications for special consideration, including the appropriate documentation, should normally be submitted prior to or within three days of the examination or the submission of the assessment item.

[Special Consideration Application Forms and Guidelines](#)

Getting credit for previous subjects completed

If you have completed subjects at another university, or completed subjects at QUT in another course – you may be able to apply for advanced standing to have these credited to your current course. You will need to compare the unit outlines of your completed subjects, with the subject you want to credit it to in your current course. If it appears very similar you should apply for advanced standing.

[Advanced Standing Policy and Forms](#)

Scroll down for example emails on next page...

Example emails

Notifying of upcoming sport commitments

Dear Unit Coordinator/Lecturer/Tutor,

I am currently registered as an Elite Athlete. This year there are a number of local, interstate and international competitions I will be attending. 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 are required.

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 to discuss the best way forward?

Dates	Competition	University Calendar
3-5 April	Victorian State Championships*^ (Melbourne)	Vacation
17-18 April	New South Wales Invitational*^ (Gosford)	Uni Week 6
24 April	Brisbane Qualifier 1 (Wynnum)	
12-14 June	Queensland State Age & Open Championships^ (Brisbane)	
31 July-1 Aug	National Club Championships^ (Hobart)	Prac
?11-14 Nov	World Open Championships (Metz, France)	Uni Exams

^ Qualifying competition for World Championships

* Qualifying competition for Indo Pacific Championships

Kind regards,

Olivia Yale, n7778877

Tutorial timetable does not fit with training

Dear Unit Coordinator,

My name is Brent Latte (n7788991), and I am a current QUT Elite Athlete. I compete with the Australian Waterpolo Team.

I am enrolled in (unit code) for Semester 1, 2011. 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,

Brent Latte, n7788991

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