QUT ELITE ATHLETE PROGRAM GUIDE
FOR ELITE ATHLETES

Elite Athlete Friendly University

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QUT Elite Athlete Program and Eligibility

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 300 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 a 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. It is a requirement that each student update their details each semester to remain “active” on the program.

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 or national level squad in open or age level competition
- The athlete is in a state or national level development squad
- The individual is a coach or referee within national or international level competitions

**NOTE:** Competing in a sport 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.
Ongoing Requirements and Responsibilities

The Elite Athlete program staff are here to assist but it is primarily your responsibility to be proactive in resolving issues as they arise. It is important to stay in close contact with your academic staff and read your Elite Athlete guidebook carefully. This is always your first point of call for queries. If you require further help please contact us at eliteathletes@qut.edu.au

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 during Orientation Week, 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 on how to make the most of the support provided by the program, a chance to meet with other Elite Athletes and academic staff and help with balancing your academic and sporting life.

Communication with your Academic Staff

You are expected to identify yourself as being registered with the Elite Athlete Program to all of your tutors and lecturers at the start of each semester, as well as notify them of any possible (even if not confirmed) travel and absences as soon as they are known. This will make it easier when applying for deferred examinations and assignment extensions due to sporting commitments and travel.

Communication with the Elite Athlete Program Staff

Details and Achievements

It is a requirement of the Elite Athlete Program that you keep us up to date with your current personal, study and sporting details. At the start of each semester you will be contacted via email with a link to an update form - you must fill in this update form to be included in the program for that semester. It is important for the program coordinators to have up to date information as your eligibility status is uploaded each semester into a data base for all academics to access. If you fail to update your details we cannot advocate for you.

Please also advise us throughout the semester 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 possible nominations for our end of year awards and to ensure continued funding for the program.

Email Communication

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.

Facebook

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 join the Elite Athlete Facebook group: http://www.facebook.com/?ref=logo#!/eliteathleteprogram
Managing Your Academic and Sporting Commitments

This section contains useful information and troubleshooting assistance for managing your studies whilst training and competing at an elite level in your sport.

Please remember, you must be proactive rather than reactive in any situation regarding your studies and sporting commitments. Preparation and good management are vital in managing your dual career.

Consult the QUT Academic Calendar for key dates regarding enrolment, withdrawals and exams along with your Unit Outline for each unit enrolled

The QUT Academic Calendar and other key dates can be found here: https://www.student.qut.edu.au/about/key-dates-and-academic-calendar/key-dates

Check your Unit Outline to see if your sporting commitments clash with any assessments and email your unit coordinators accordingly (see below for example). It is the responsibility of the athlete to liaise with their unit coordinators and other teaching staff regarding any clashes or issues as soon as they become apparent, preferably at the start of each semester. The Elite Athlete Program staff may be able to assist with any issues along the way.

Identifying yourself as an Elite Athlete to your faculty and academic staff

At the start of your course, email your course coordinator and at the start of each semester, email each unit coordinator and identify yourself as being part of the Elite Athlete Program. In addition to this, you should also make them aware of your training schedule (if it clashes with classes) and your competition schedule including travel dates. Even if selection has not been made, or if there is any possibility of you being absent, please inform them of the possibility. This greatly assists the academic staff when they are granting extensions, deferments and special consideration.

An example of an email to your faculty staff:

Dear (Unit Coordinator/Lecturer Name),

I am currently registered on the QUT Elite Athlete Program for (Sport) and enrolled in unit PUB110. This semester I am required to attend various competitions as part of the national squad. Currently, these are the dates for competitions that I will be absent including travel. Last minute selection for other competitions may arise, but I will be sure to let you know as soon as possible.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Competition</th>
<th>University Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-19 April</td>
<td>Victorian State Championships(^) (Melbourne)</td>
<td>Vacation</td>
</tr>
<tr>
<td>25-28 April</td>
<td>New South Wales Invitational (Gosford)</td>
<td>Uni Week 6</td>
</tr>
<tr>
<td>1-6 June</td>
<td>National Club Championships(^) (Hobart)</td>
<td>Prac</td>
</tr>
</tbody>
</table>

\(^\) Qualifying competition for World Championships

If our team makes selection at the World Championships, the competition would fall during the exam period on 19-24 of June. I will notify you if selection occurs and apply for any deferred exams as needed.

I may need to make alternative arrangements for some of my assessments where they clash with competitions and may need to collect course materials ahead of time if possible. Could I please make an appointment with you to discuss the best way forward this semester?
Managing your class timetable and sporting commitments including early allocation of classes and change of class requests

The best way to ensure your classes and 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. How to plan for class registration:

1. Before class registration becomes available, make a planner of your training schedule so you know when you can attend classes.
2. When the class timetable becomes available, work out which classes would be best to fit around your training.
3. Check when your class registration becomes available and make sure you have access to the internet.
4. As soon as class registration becomes available, log on and allocate your classes according to your planner.

Early Allocation of Classes

Faculties now offer early allocation of classes to Elite Athletes. To avoid missing out on your preferred classes please email your preferences to the relevant email address below. Faculties will endeavour to place you into these classes before the registration date.

When emailing your faculty please ensure:
- the subject line reads “Elite Athlete Early Allocation”
- **you must provide at least two preferences of class time**, as what is shown on virtual may not necessarily be offered at the start of the semester.
- **You must attach evidence of why you need these preferences** (training roster, letter from coach, etc.)

If you don’t have any clashes, i.e., in cases where there are no alternative options and you are available on the morning of the registration please don’t email for an early allocation. You will need to register via the normal channels.

**Business**
Management
Econ & Finance
AMPRA
Accounting
Business (general enquiries)
manadmin@qut.edu.au
eafeng@qut.edu.au
ampradmin@qut.edu.au
accadmin@qut.edu.au
bus@qut.edu.au

**Creative Industries**

ci@qut.edu.au

**Education**
jo.wakefield@qut.edu.au

**Health**
Clinical Exercise Physiology, Exercise and Movement Science, Nutrition, Nutrition and Dietetics
ens.admin@qut.edu.au

Nursing
nursing.admin@qut.edu.au

Psychology & Counselling
psyc.admin@qut.edu.au

Paramedic Science, Podiatry
kgclinical.admin@qut.edu.au
If you miss this option, you can apply to your faculty for a change of class/tutorial. You will either need to submit a form or email the relevant staff member (please see links below.) Be aware that they will receive many requests to change tutorials and classes, 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.

Business – Submit change request form

Education – Submit change request form

Health – Submit change request form

Law - Email change requests
https://www.student.qut.edu.au/about/faculties-institutes-and-divisions/faculties/law/manage-your-studies/class-registration

Creative Industries – Send change request to unit coordinator

Science and Engineering Faculty – submit change request form

Where there is no form and you must email the faculty directly, please use the following as an example:

Dear (Unit Coordinator/Staff member),

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 1, 2014. The classes I have been allocated to are - LBT488 TUTE Wed 5-6 GP Q224

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

But if that class is not available my second choice is LBG488 TUTE Tue 1-2 GP L418

Kind regards,
Relocating for a semester due to training or competition (including cross-institutional study)

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 webpages below.


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.

Managing and recovering from frequent class absences due to sporting commitments, illness or personal reasons

Remember to be proactive about any absences by informing your teaching staff ahead of time if possible. Some of your resources will be available online but it is not always possible for your lecturer to provide materials ahead of time. Please email them asking for any materials to work on while you are away or ask a friend to take notes for you. You should also request that your lectures be recorded and uploaded online if they are not already.

In retrospect, if you are ill or absent due to personal reasons, if possible send them an email whilst you are away. It is recommended that you make friends and organise a study buddy in each class that can help you catch up and provide notes from classes whilst you were away. Some faculties provide this initiative, so be sure to enquire with your faculty Student Services.

If you are absent for a long period of time, you may wish to withdraw from the unit if you think you may not pass. Alternatively, if you sit an exam and feel your absence will have a detrimental effect on the outcome, you can apply for Special Consideration.

Managing practicum and professional placements

Your faculty will have a timetable available showing when practical placements will be held during the semester. If this clashes with a sporting commitment, please inform your unit coordinator and placement coordinator at the beginning of the semester to arrange an alternative option. If you have any issues with flexibility of placement please contact the staff at the Elite Athlete Program.

Applying for withdrawal without academic and/or financial penalty

***The best case scenario is withdrawing from units (via QUT Virtual) before the financial and/or academic census date.

Before the census dates: At the start of semester in the first few weeks, consider if you will be absent for an extended period of time and the impact that may have on your studies. Also consider if you have taken on a heavy study load and may wish to reduce the number of units studied in that semester. As an Elite Athlete, you are able to study part time if you need to.

After the census dates: If you are selected for a team which requires a large amount of training, travel and time away, extremely ill, or an unfortunate event occurs after the census date, you may apply for ‘Withdrawal without academic or financial penalty’. You will need to provide an official letter (on letterhead with logos) from your coach or sporting organisation that states the selection occurred after the census date and it has subsequently impacted on
your ability to complete the unit satisfactorily. Alternatively for illness or personal reasons you will need a doctor or counsellor’s letter. If the application is approved, you will be able to withdraw without the fail mark on your transcript. This will not affect your GPA.

Changing major or course

If you are considering changing your major or your course and are unsure of your decision and want to discuss options and career possibilities, please call us to make an appointment with career counsellor Alison Thomson. You can apply for Intra-faculty Course Change (within same faculty) online through the ‘I’ Form. Alternatively if you are wishing to apply for a course in a different faculty, you must apply through QTAC. They will use either your GPA or high school ranking, whichever is highest. If you wish to upgrade to a course with a higher entry requirement than what you received and you have completed one full time year of study and your GPA is high enough, you may meet the requirements needed to upgrade. If your GPA does not meet entry requirements, you can apply for the Elite Athlete Entry Program (see page 3) where you may be eligible for the Benefit Scheme. If you wish to change your major, you can submit a ‘CM’ Form online. All forms can be found at: http://www.student.qut.edu.au/forms

Forms

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
- **I 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
- **R Form** – Apply to return to study (re-admission) to a course previously started
Applying for assignment extensions

Assignment extensions must be applied for in advance and you must be able to show your progress before the due date if requested. Assignment extensions after the due date will not be accepted (unless in extreme circumstances). You will find extension request forms on your blackboard or faculty website.

If you submit your assignment after the due date with no approved extension, you will receive 0%. If you don’t have an approved extension, you should submit your work that you have completed and it will be marked against the assessment criteria.

For more information on the QUT Late assignment and extension policy, please see http://www.student.qut.edu.au/studying/assessment/extension

Deferring exams

You may be able to defer an exam if you are away for an important training camp or competition. Deferred exams should be applied for using the ‘DEF’ Form on the QUT website well ahead of time with accompanying documentation from your coach of sporting organisation. Usually, the deferred exams will be rescheduled in the ‘deferred exam period’. Check the key dates on the QUT website. If you will also be away for the deferred exam period, please contact your unit coordinator as soon as possible to make alternative arrangements. It may be possible to have your exam invigilated by a professional whilst you are away, or sat at another University. Alternatively, if you sit an exam and feel your absence during the semester will have a detrimental effect on the outcome, you can apply for Special Consideration. See ‘Applying for special consideration’ below.

http://www.student.qut.edu.au/forms

Applying for special consideration

If you were absent for a long time during the semester, had an ongoing illness, increased training load, personal issues etc and you feel you may not have done as well as you would have hoped with regard to these circumstances, you can apply for special consideration which may positively influence your grade slightly. Special consideration must be applied for within three days of an examination. http://www.student.qut.edu.au/forms

Academic Planner
Use this yearly planner as a guide to think ahead about cut off dates, withdrawals, study load and other important events. To confirm current dates, please check the QUT Academic Calendar and other key dates which can be found here: [https://www.student.qut.edu.au/about/key-dates-and-academic-calendar/key-dates](https://www.student.qut.edu.au/about/key-dates-and-academic-calendar/key-dates)

Planning ahead is vital to ensure smooth transitions each semester and unnecessary issues along the way.

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<thead>
<tr>
<th>January</th>
<th>January</th>
<th>Please refer to your Elite Athlete Guide for instructions on changing class allocations and how to email your faculty staff.</th>
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<tbody>
<tr>
<td>• Enrol in your units</td>
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<tr>
<td>• Plan your semester’s training and competition schedule and make a planner of when you can attend classes around this schedule</td>
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<tr>
<td>• Class Registrations open from 27th January - be online straight away to register for your preferred classes (if you are not available, try to find someone to do it for you)</td>
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<tr>
<td>• If you will be unavailable for class registrations due to sporting commitments, email your faculty before registrations open for early class time allocation</td>
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<tr>
<td>• If you do not receive your preferred class time allocation you can write to your unit coordinator with Change of Class Form (check guide for more information)</td>
<td></td>
<td></td>
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<tr>
<td>• Email your unit coordinators to introduce yourself as an Elite Athlete and inform them of any possible and confirmed absences or clashes with classes</td>
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<tr>
<th>February</th>
<th>February</th>
<th>Please refer to your Elite Athlete Guide for instructions on changing class allocations and how to email your faculty staff.</th>
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<tbody>
<tr>
<td>• Orientation Week 22nd to 26th February</td>
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<tr>
<td>• Attend Elite Athlete Program Orientation</td>
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<td></td>
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<tr>
<td>Gardens Point – 23rd Feb 2016</td>
<td></td>
<td></td>
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<tr>
<td>11am – 12pm</td>
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<tr>
<td>Kelvin Grove – 24th Feb 2016</td>
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<tr>
<td>1pm – 2pm</td>
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<tr>
<th>March</th>
<th>March</th>
<th>Please refer to your Elite Athlete Guide for instructions on changing class allocations and how to email your faculty staff.</th>
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<tbody>
<tr>
<td>• Final date to add units is 11th March</td>
<td></td>
<td></td>
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<tr>
<td>• Are you managing with your current study load? Please consider if you need to withdraw from any units before the financial census date on 29th March</td>
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<td></td>
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<tr>
<td>• Mid semester break 28th March to 1st April</td>
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<tr>
<th>April</th>
<th>April</th>
<th>Please refer to your Elite Athlete Guide for instructions on changing class allocations and how to email your faculty staff.</th>
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</thead>
<tbody>
<tr>
<td>***Please check against any possible clashes with competitions and travel and apply for deferment if necessary</td>
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</table>

<table>
<thead>
<tr>
<th>May</th>
<th>May</th>
<th>Please refer to your Elite Athlete Guide for instructions on changing class allocations and how to email your faculty staff.</th>
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<tbody>
<tr>
<td>• Are you managing with your current study load? Please consider if you need to withdraw from any units before the academic census date on 6th May*</td>
<td></td>
<td></td>
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<tr>
<td>***Withdrawal after this date will incur a withdrawn fail grade on your transcript and may affect your GPA</td>
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</tbody>
</table>
| June | • **Enrol** in your semester 2 units  
    • **Plan** your semester 2 training and competition schedule and make a planner of when you can attend classes around this schedule  
    • **Class Registrations open from 6th June** - be online straight away to register for your preferred classes (if you are not available, try to find someone to do it for you)  
    • If you will be unavailable for class registrations due to sporting commitments, email your faculty before registrations open for early class time allocation  
    • If you do not receive your preferred class time allocation you can write to your unit coordinator with Change of Class Form (check guide for more information)  
    • Email your unit coordinators to introduce yourself as an Elite Athlete and inform them of any possible and confirmed absences or clashes with classes  
    • **9th – 24th June Exam Period** ***If you don’t perform as well as you would have hoped and feel it is due to increased training commitments or absences, please submit an application for Special Consideration within three days of the examination***  
    **SPE Form for Special Consideration:** [http://www.student.qut.edu.au/forms](http://www.student.qut.edu.au/forms) |  |
| July | • Exam results released **8th July**  
    • O week **18th July – 22nd July**  
    • Deferred and Supplementary exam period **23rd July – 6th August**  
    • Review of grade applications close **26th July** |  |
| August | • Final date to add units is **5th August**  
    • **Are you managing with your current study load?** Please consider if you need to withdraw from any units before the financial census date on **19th August**  
    **If you need to withdraw, do so via your QUT virtual enrolment.** |  |
| September | • **19th September exam timetable released***  
    ***Please check against any possible clashes with competitions and travel and apply for deferment if necessary  
    • **Are you managing with your current study load?** Please consider if you need to withdraw from any units before the academic census date on **23rd September***  
    ***Withdrawal after this date will incur a withdrawn fail grade on your transcript and may affect your GPA  
    • **26th September – 30th September mid-semester break**  
    **DEF From for exam deferment:** [http://www.student.qut.edu.au/forms](http://www.student.qut.edu.au/forms)  
    **If you need to withdraw without penalty, please submit the RC form here:** [http://external-apps.qut.edu.au/studentservices/rc/](http://external-apps.qut.edu.au/studentservices/rc/) |  |
| October | |  |
| November | • 3rd November to 18th November Exam Period  
***If you don’t perform as well as you would have hoped and feel it is due to increased training commitments or absences, please submit an application for Special Consideration within three days of the examination | SPE Form for Special Consideration: [http://www.student.qut.edu.au/forms](http://www.student.qut.edu.au/forms) |
|----------|----------------------------------------------------------------------------------|--------------------------------------------------|
| December | • 2nd December exam results released  
• 5th December final timetable for deferred and supplementary exams released  
• 16th December review of grade applications close  
***If you are considering changing courses, please apply through QTAC for courses in another faculty, or internally with an Intrafaculty Course Change form for courses in the same faculty |
Financial Assistance and Scholarships

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 incurred during 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. This support fund aims to ease some financial pressure athletes might feel when paying for travel and competition costs.

The application form can be found here: [http://www.careers.qut.edu.au/student/elite/support.jsp](http://www.careers.qut.edu.au/student/elite/support.jsp)

Applications must be completed and submitted before the closing date (to be advised via email) and applications will be assessed by the Elite Athlete Program Committee and the funds will be distributed to successful applicants.

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: [http://www.counselling.qut.edu.au/living/financials/index.jsp](http://www.counselling.qut.edu.au/living/financials/index.jsp)

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 Voucher
- 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.qutguild.com](http://www.qutguild.com) or on 07 3138 1666
**Vice Chancellor Sports Scholarship (current and prospective QUT students based on Sporting Criteria only)**

12 x $10,000 VC Sporting Scholarships.


**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 available. For more information visit: [http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/equity-scholarships-scheme](http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/equity-scholarships-scheme)

**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 and Disability 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. Staff are committed to assisting students find solutions to a range of problems. Individual counselling as well as sports psychology appointments are offered to students for academic and personal problems. 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, along with job applications and QUT’s online job board CareerHub. You can make an appointment with a Career Counsellor for help with course uncertainty, career direction, job seeking help and mock interviews. Elite 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
Sport and Recreational Clubs

QUT has an extensive range of competitive and recreational clubs on offer for students. Competitive clubs compete in Brisbane competitions and form a base for our University Games teams.

Sport and Recreational clubs:

- Baseball
- Basketball
- Cycling
- Dance
- Football
- Hiking
- Hockey
- Netball
- Rock Climbing
- Rugby League
- Running
- Sailing
- Touch Football
- Ultimate Frisbee
- Volleyball

For more information and club contacts see [www.qut.edu.au/student-life](http://www.qut.edu.au/student-life) or email [sports@qut.edu.au](mailto:sports@qut.edu.au)

Australian University Sport

Australian University Sport (AUS) host the Regional and Australian University Games (AUG) throughout the year, as well as Australian University Championship events (AUC) and facilitate participation into World Championships events (FISU).

To find out more information about all AUS events and the chance to represent QUT and compete against Universities from all around Australia in 29 different sport contact [sports@qut.edu.au](mailto:sports@qut.edu.au). For more information regarding all AUS events see [www.unisport.com.au](http://www.unisport.com.au)

Social sport

Social sport is organised by the University and the QUT Student Guild. One day social sport activities and semester long competitions take place throughout semester one and semester two. To register or find out more information regarding the social sport program contact [sport@qutguild.com](mailto:sport@qutguild.com)
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 Orientation

At the start of each semester we offer an Orientation session for new elite athletes. This is a great opportunity to meet the program coordinators and ask any questions you may have. Everything in this guide will be explained in depth and allow the coordinators the chance to meet with you and ensure you have a smooth transition into University life.

Elite Athlete Program Annual Launch

At the start of each year, the Elite Athlete Program holds a launch to welcome new elite athletes and present to the sporting scholarship recipients. 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. Attendance is a requirement of the Program. The invitation is extended to Elite Athlete Program participants and their parents, partners and coaches. Invitations are sent via email closer to the date and RSVP is a must.

Elite Athlete Program Annual Awards

The Annual Awards are toward the end of Semester Two and recognises elite athletes who have made Australian Representation in their sport. Special awards announced on the night include Elite Athlete and Young Elite Athlete of the Year (selected by the Elite Athlete Program). Invitations are sent via email closer to the date and RSVP is a must.
Key Contacts

The QUT Elite Athlete Program Coordinators

We can be contacted via email, phone or in person. The program is coordinated by Alison Thomson (Career Counsellor), Jasmin Henery and Abbie Deegan (Administrators).

We can support you with:
- General queries
- Admissions and OP benefits
- Leave of absences
- Deferred exams, assignment extensions, clashes with assessments/tutorials
- Networking through elite athlete events
- Funding support

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

Faculty Contacts

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>PHONE NUMBER</th>
<th>STUDENT CENTRE LOCATION</th>
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<tbody>
<tr>
<td>Business</td>
<td>3138 2050</td>
<td>B Block, GP</td>
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<tr>
<td>Creative Industries</td>
<td>3138 8114</td>
<td>Level 2, Z Block, Musk Ave, KG</td>
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<td>Law</td>
<td>3138 2839</td>
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<td>Science and Engineering</td>
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