

# Supporting Student Success

HASS & SCIENCE FACULTIES

Progression Alert Student Workshop



# Acknowledgement of Country

The University of Queensland (UQ)  
acknowledges the Traditional Owners and their  
custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their  
descendants, who continue cultural and spiritual  
connections to Country.

We recognise their valuable contributions to  
Australian and global society.

*The Brisbane River pattern from A Guidance Through Time  
by Casey Coolwell and Kyra Mancktelow.*



# Introductions

**Dr Lynda Shevellar**

**Deputy Associate Dean (Academic)**

**Faculty of Humanities, Arts and Social  
Sciences**



**Mr Benjamin Graham**

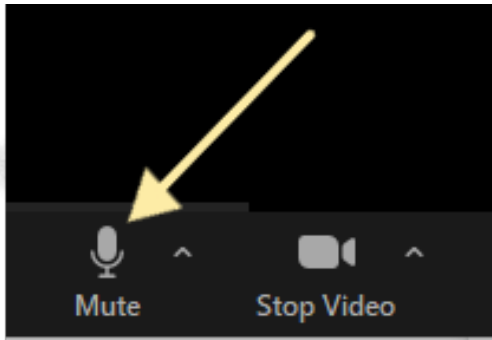
**Student Experience Coordinator**

**Faculty of Humanities, Arts and Social  
Sciences**





# Zoom Etiquette (to help our session run more smoothly)



## Microphone

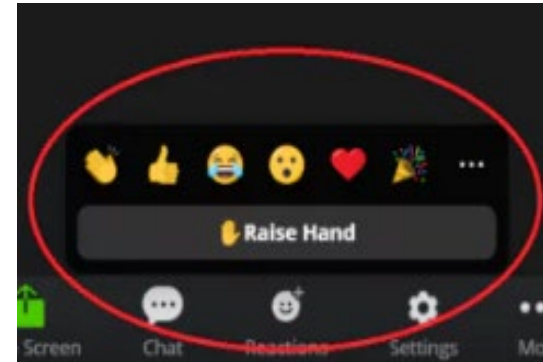
Please mute mics when not speaking so that background noise doesn't interfere.



## Avoid Multitasking

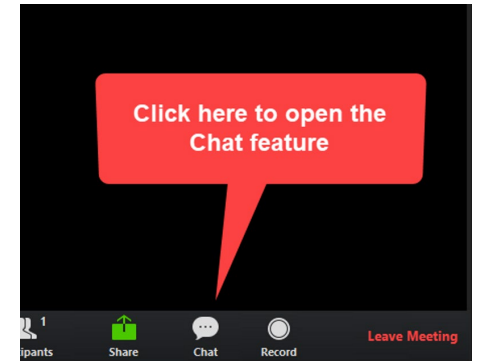
Use your time wisely.

Turn off emails, and any other social media and avoid distractions.



## Raise your hand

Notify others when you want to speak by using the raise hand function



## Use Chat

Feel free to use the CHAT function to ask questions or make comments.

We love questions – please ask.



01

# Why are we here?



## Why are we here?

**Because the HASS and Science Faculties want to help you help yourself.**

**A Progression Alert is a warning that things need to change.**

**Faculty staff (Academic and Professional) have seen first-hand the sorts of actions many students have put in place to change outcomes.**





# Why have I received a Progression Alert?

UQs Early Warning System

**Failed at least 50% of the total unit value of courses for which you received a final grade**

**Withdrawn without Academic penalty after the census date, from all courses in the current Study Review Period**

**Received a failing grade for one or more courses that you have previously failed - within the same or different program of study**



# Perspective



**Maintain your sense of self-worth.**

**You got here and there are lots of good things ahead!**

**Remember your goals:**

Long-term = Your degree and career

Medium term = Pass the course

Short term = Assessment submission

02

# Reflection 1



# Reflection 1

This is an exercise for you. No need to share. Write in a document or on a piece of paper. You can add to this as we go.

Looking back at last semester, what were the major reasons leading to your Progression Alert?

Separate into:

- Things you didn't have control over (e.g. serious sudden illness).
- Things you did have control over (e.g. not attending class when you could have).



# The past is the past



**Forgive yourself and move-on.**

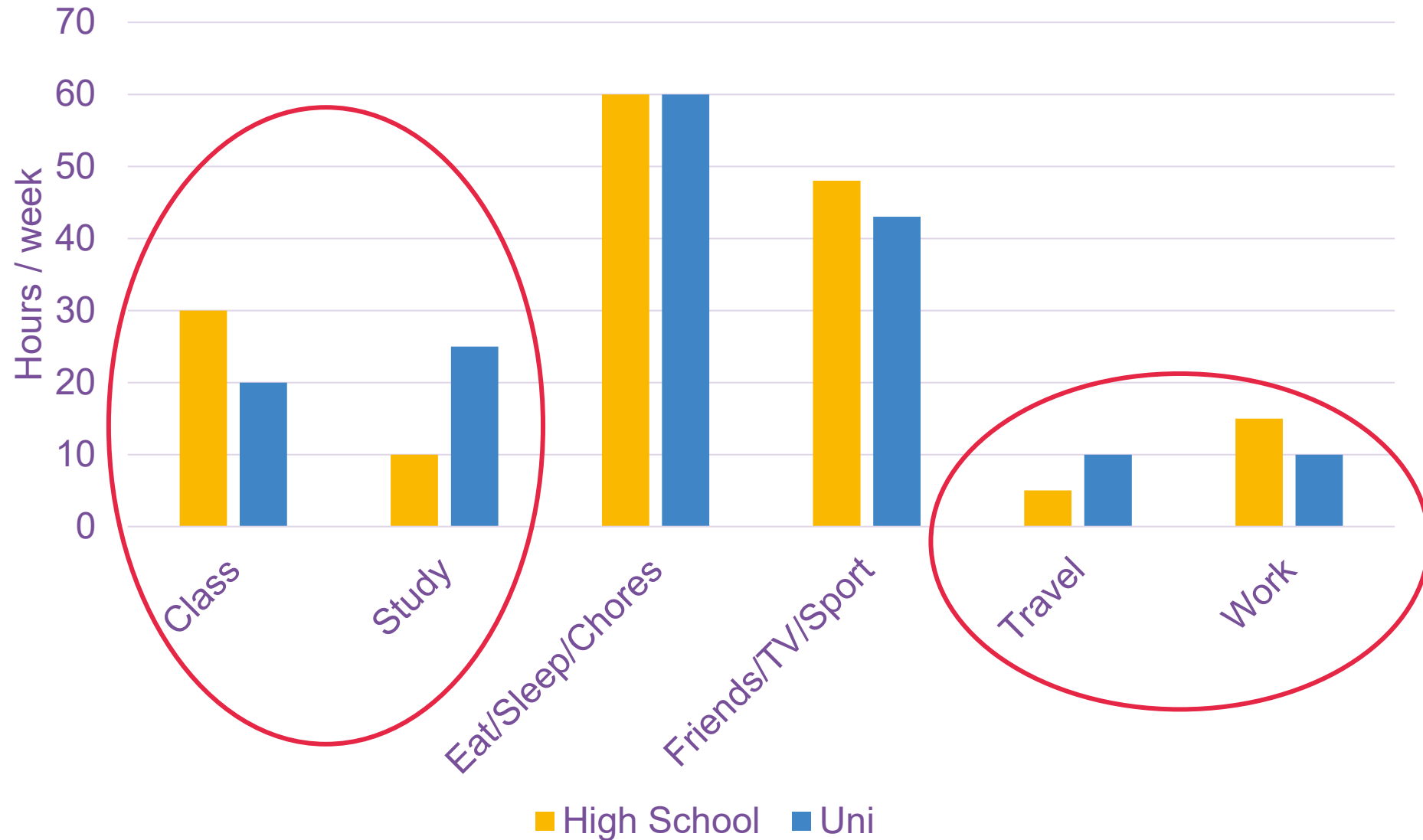
**Let's look ahead at things we can DO to  
get things back on track!**



03

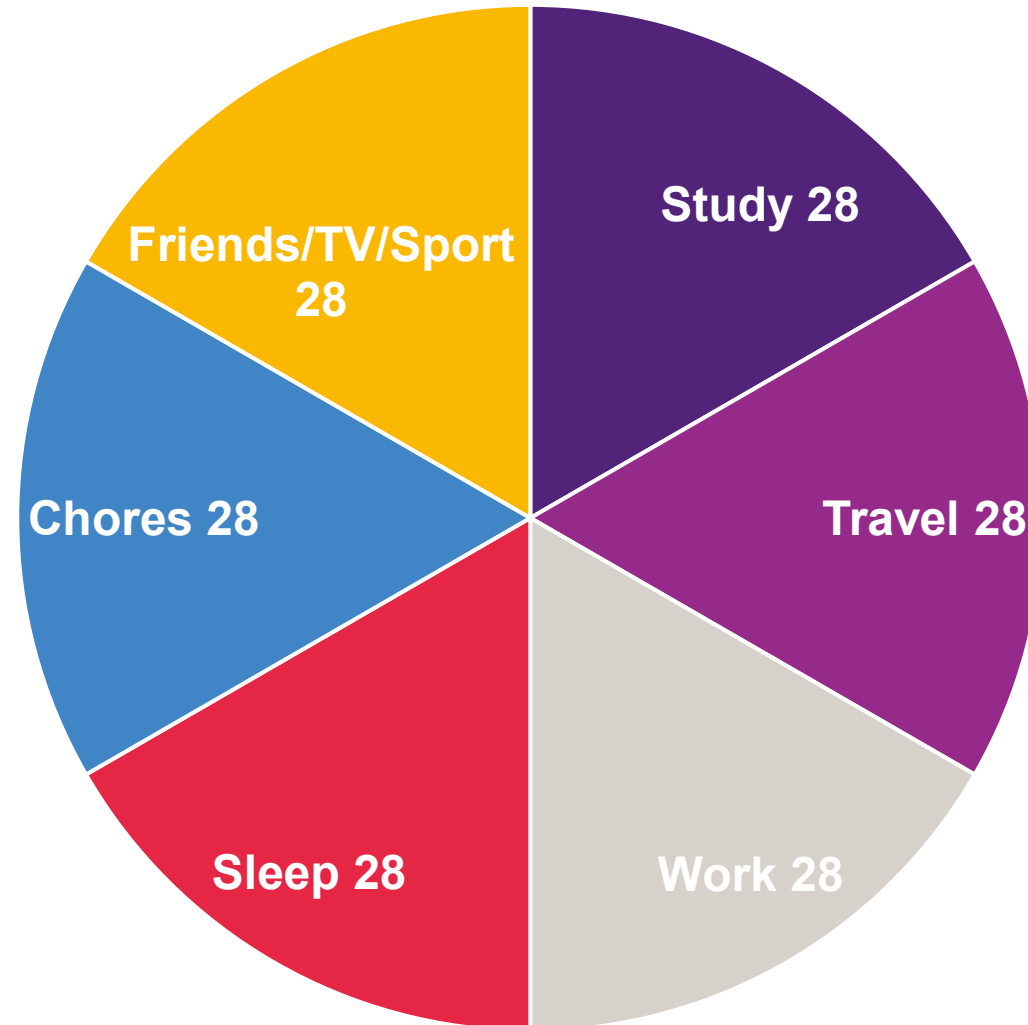
# Managing life & study

# High School vs University

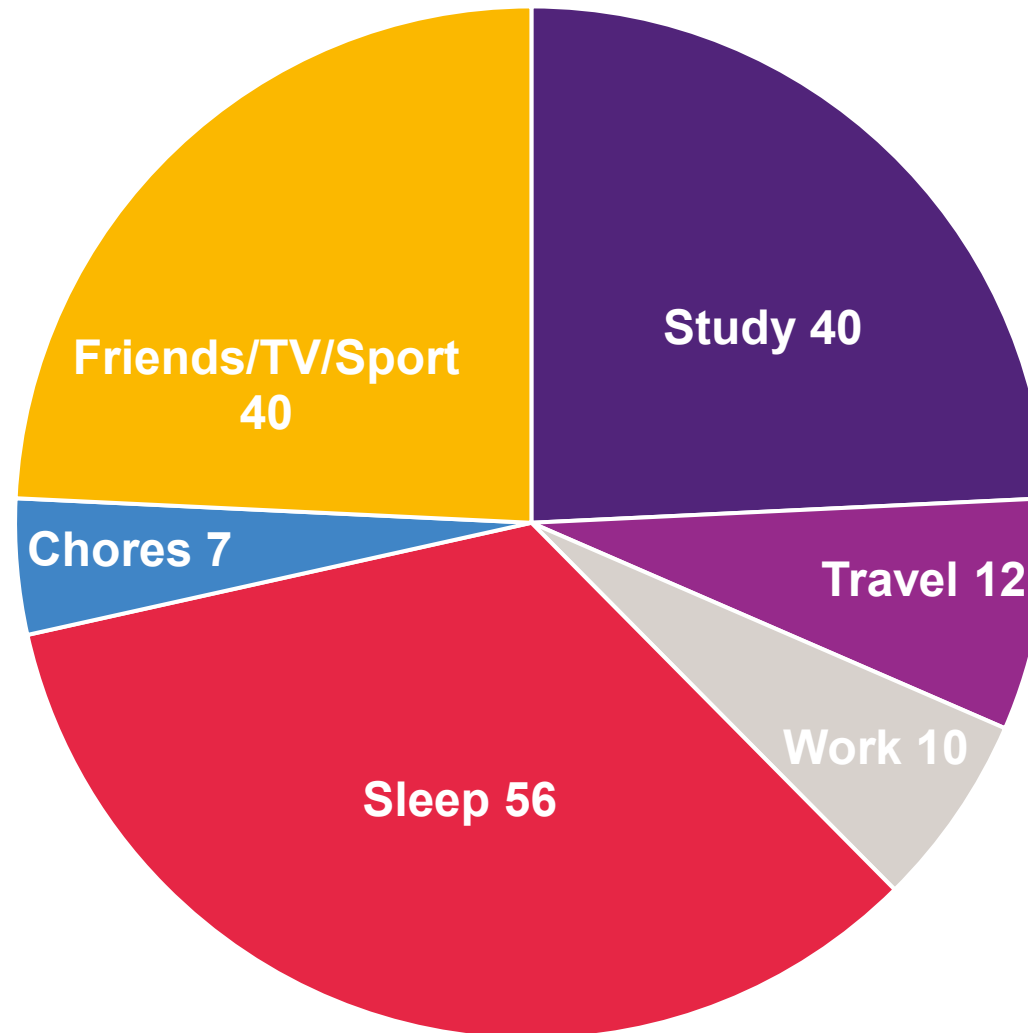




# A week is 168 hours....



# But a week really looks like this...



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)



# Work vs Study

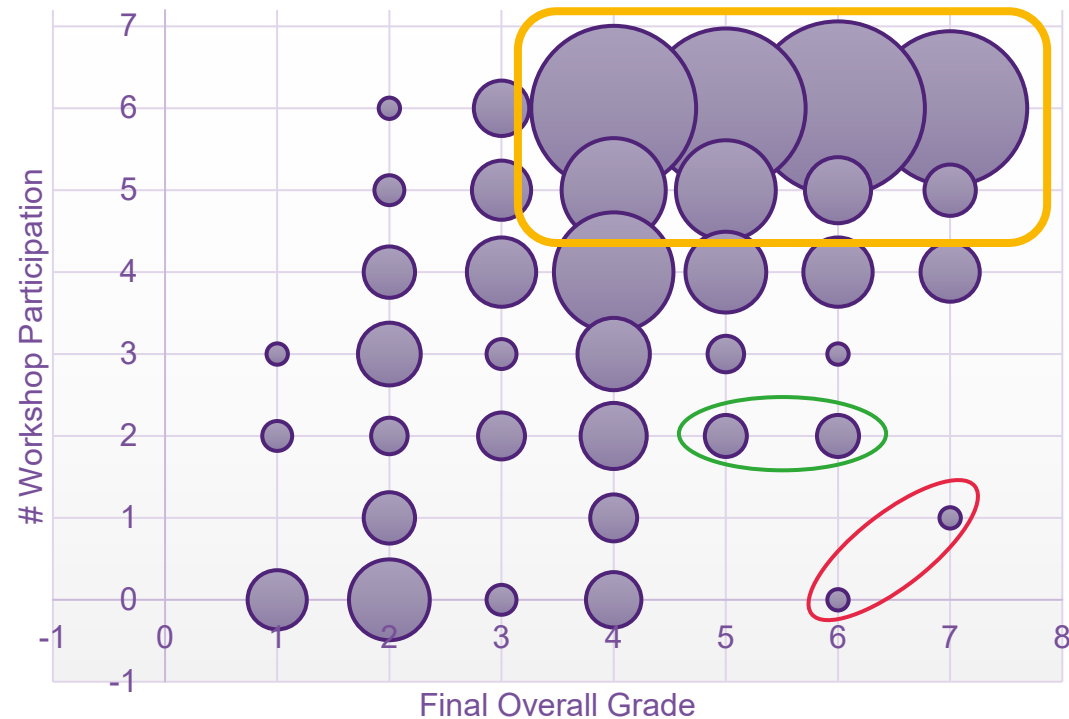
**Working more than 10 hours per week is not recommended when studying full time.**

**Think carefully about how much you NEED to work during semester.**

**Something will have to give if you work more than 10 hours per week.**



# Study is hard work



**Developing mastery takes time,  
effort, and planning.**

**It also requires trying stuff, getting  
stuff wrong, and confusion!**

04

# Getting set for success



Talk to someone about  
where things are at





# Study or take a break?

Are you excited or dreading the semester ahead?



**Be committed to the semester ahead**

**or**

**Take a break**

- If you are a **Domestic student**, you can interrupt your studies. In some cases, you need to apply to interrupt. Get academic advice on what this means for your graduation date.
- If you are an **International student**, and want to interrupt your studies, you **must** apply to interrupt.
  - You **must** seek **prior** approval to interrupt your studies. Failure to do so **may impact your student visa**. Get academic advice on what this means for your graduation date.

# Number of courses

Choose a realistic load



## Reduce your enrolment

- If you are a **Domestic student**, you can reduce your enrolment this semester to 2-6 units.
- Check Centrelink rules if applicable.
- If you are an **International student**, and want to reduce your enrolment, send your request to under-enrol to the Faculty for approval - [eaitsupport@uq.edu.au](mailto:eaitsupport@uq.edu.au)
  - You **must** seek **prior** approval to reduce your study load. Failure to do so **may impact your student visa**.



# Correct courses

Use academic advice and choose carefully



## Choose your courses carefully

- Only enroll in courses you have **passed the pre-requisites for**
- Choose courses at an **appropriate level**
- Get **academic advice** about what subjects to choose over **at least** the next two semesters to support your progress.
- See an **academic advisor** not friends!

## Mental & Physical Health and SAP

- **Very important that you actively manage your mental and physical well being**
- **Keep seeing (or start seeing) your healthcare practitioner**
- **If you need a Student Access Plan – get one as soon as possible.**





Talk to someone about  
how you are going





# Plan your time

<https://my.uq.edu.au/information-and-services/student-support/study-skills/time-management-and-procrastination>

- **Plan your week (use your calendar)**

- Classes
- times for study and assignment work for each subject
- work, social events, sport, relaxation, etc.
- sleep, meal times, travel (class, work etc.), etc.

- **Plan your day (list however you want)**

- list your achievable tasks for the day
- organise the tasks by priority
- think about the size of each task and allocate enough time to complete them (double your first estimate!)
- include a variety of different tasks to help keep you motivated



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

## Day Planner

Top tips to get your to do list started:

- break large tasks into achievable, specific chunks (e.g. 'find 6 sources on X'; 'write 3+ paragraphs on X' rather than 'work on assignment').
- include a variety of tasks to keep you motivated
- track your progress through the day ticking off tasks as you complete them
- accept that plans often don't go according to plan, so be flexible and use today's plan to plan for tomorrow!

TIME	STUDY TASKS	PRIORITY	✓

TIME	HOME LIFE TASKS	PRIORITY	✓

TIME	WELLNESS ACTIVITIES	PRIORITY	✓



# Plan your semester

<https://my.uq.edu.au/information-and-services/student-support/study-skills/time-management-and-procrastination>

- **Plan the whole semester**

- Regular classes (into calendar)
- practicals, field trips, etc. that are not every week.
- assignment due dates
- exams
- any other important dates
- include important social/life events
- include important work events

## HOW TO USE THE SEMESTER PLANNER

1. Make a note of any public holidays and when the mid-semester break occurs. Note that the mid-semester break is not given a teaching week number.
2. Note the due dates of assignments, tests and exams. Use these dates to "backwards plan" and decide when tasks need to be started and spread the workload out.
3. Get in touch with the Learning Advisers to upskill your assignment writing, reading and researching at [my.uq.edu.au/contact/student-life/how-learning-adviser-can-help](https://my.uq.edu.au/contact/student-life/how-learning-adviser-can-help).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
WEEK 6							
WEEK 7							
WEEK 8							
WEEK 9							
WEEK 10							
WEEK 11							
WEEK 12							
WEEK 13							
SWOTVAC							
EXAM PERIOD							

## HOW TO USE THE SEMESTER PLANNER

1. Make a note of any public holidays and when the mid-semester break occurs. Note that the mid-semester break is not given a teaching week number.
2. Note the due dates of assignments, tests and exams. Use these dates to “backwards plan” and decide when tasks need to be started and spread the workload out.
3. Get in touch with the Learning Advisers to upskill your assignment writing, reading and researching at [my.uq.edu.au/contact/student-life/how-learning-adviser-can-help](http://my.uq.edu.au/contact/student-life/how-learning-adviser-can-help).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
WEEK 6							
WEEK 7							
WEEK 8							
WEEK 9					ABCD1234 DUE		
WEEK 10	ABCD5678 DUE WXYZ1234 DUE						
WEEK 11							
WEEK 12							
WEEK 13							
SWOTVAC							
EXAM PERIOD							

## HOW TO USE THE SEMESTER PLANNER

1. Make a note of any public holidays and when the mid-semester break occurs. Note that the mid-semester break is not given a teaching week number.
2. Note the due dates of assignments, tests and exams. Use these dates to “backwards plan” and decide when tasks need to be started and spread the workload out.
3. Get in touch with the Learning Advisers to upskill your assignment writing, reading and researching at [my.uq.edu.au/contact/student-life/how-learning-adviser-can-help](http://my.uq.edu.au/contact/student-life/how-learning-adviser-can-help).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
WEEK 6							
WEEK 7							
WEEK 8							
WEEK 9			ABCD1234 DUE		ABCD5678 DUE		
WEEK 10	WXYZ1234 DUE						
WEEK 11							
WEEK 12							
WEEK 13							
SWOTVAC							
EXAM PERIOD							

## HOW TO USE THE SEMESTER PLANNER

1. Make a note of any public holidays and when the mid-semester break occurs. Note that the mid-semester break is not given a teaching week number.
2. Note the due dates of assignments, tests and exams. Use these dates to “backwards plan” and decide when tasks need to be started and spread the workload out.
3. Get in touch with the Learning Advisers to upskill your assignment writing, reading and researching at [my.uq.edu.au/contact/student-life/how-learning-adviser-can-help](https://my.uq.edu.au/contact/student-life/how-learning-adviser-can-help).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							
WEEK 6							
WEEK 7							
WEEK 8							
WEEK 9			ABCD1234 DUE		ABCD5678 DUE		COVID!!!!!!
WEEK 10	WXYZ1234 DUE						
WEEK 11							
WEEK 12							
WEEK 13							
SWOTVAC							
EXAM PERIOD							



# How you study is important!

Once you have planned your time, use it effectively! Workshops about this are available. Extra important if you feel exams are a major issue for you.

## Effective:

- **Doing stuff!**
- **Testing yourself**
- **Discussing your work/ideas with peers**
- **Making summaries**
- **Writing down your questions**
- **Using feedback**
- **etc.**



## Ineffective:

- **Passive consumption**
- **Re-watching lectures**
- **Re-writing notes**
- **"Solving" problems using solutions regularly**
- **Ignoring feedback**
- **etc.**

# Aim high

But be realistic in expectations

- **Aim for at least a 5.**
- **Consistently getting 4s will eventually result in a 3 or 2.**
- **Change is hard. Passing everything is a great step forward. Don't be discouraged if you don't get 5+ next semester.**
- **Continue the changes you have made and grades of 5+ will come.**



05

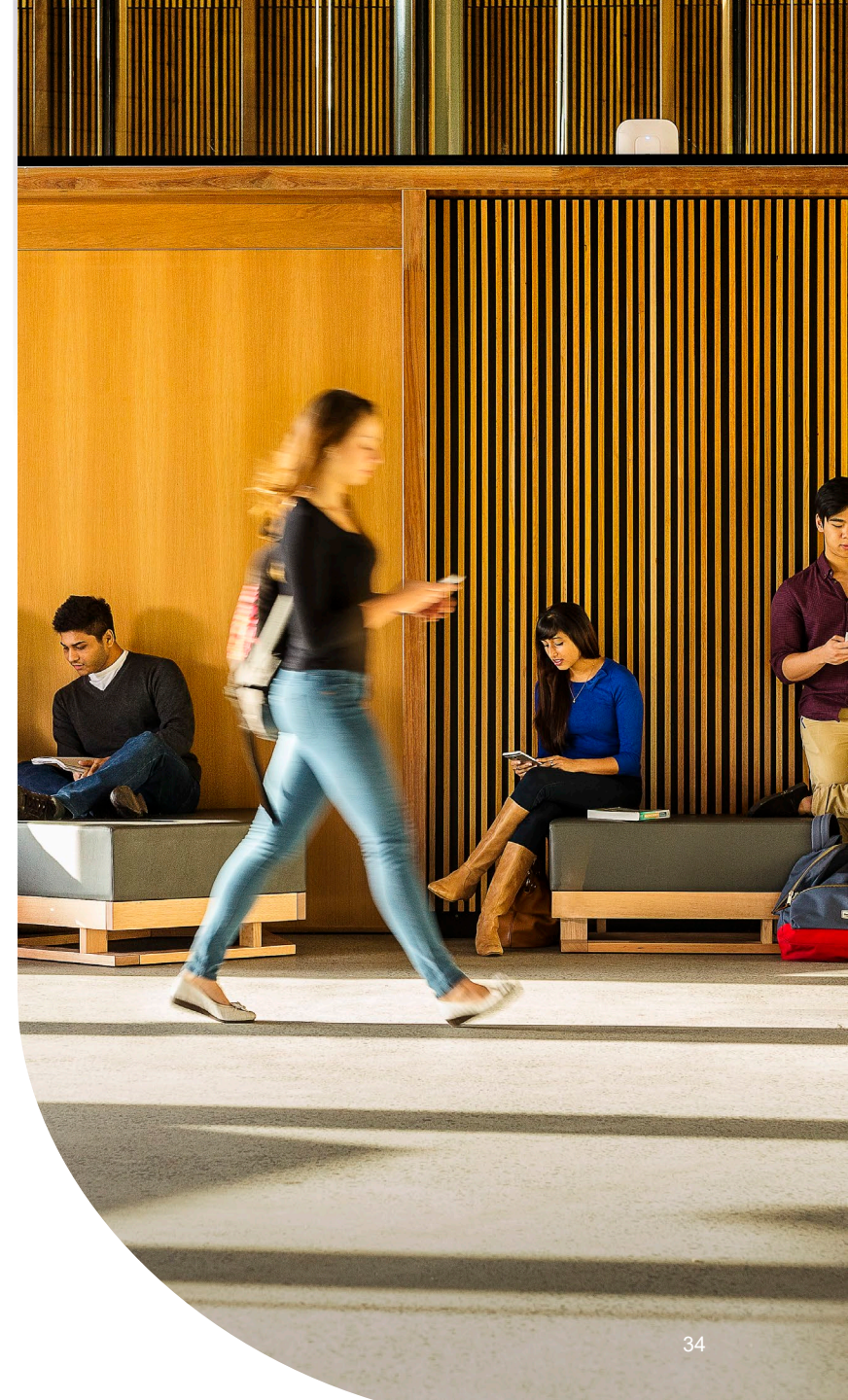
# Reflection 2



# Reflection 2

What do you plan to do differently in the upcoming semester?

- What are your goals this semester?
- Identify 3 (or more) things you are going to change this semester to help your study.
- Be realistic and as specific as possible.





06

# Help and Support

# Myth!

**University is sink or swim  
and no-one cares about  
how you are going.**





# Truth!

We care and there is lots of support available.

BUT

You need to reach out or we cannot help.





# Getting Help And Support

## Courses and coursework

SCIENCE Student Enquiries:

<https://science.uq.edu.au/contact>

Email: [enquire@science.uq.edu.au](mailto:enquire@science.uq.edu.au)

Phone: +61 7 3365 1888

HASS Student Enquiries

<https://hass.uq.edu.au/contact>

Online: Ask HASS online

Email: [hass@uq.edu.au](mailto:hass@uq.edu.au)

Phone: +61 (07) 3365 1333

### Need help working out what courses to enrol in?

- Contact your faculty

### Help with your academic work?

- Course coordinator; Tutors - check the course profile.
- UQ Library: Workshops and support

**Have a question and can't find what you're looking for or would like further support?**  
**Contact us via Phone, or Email**

# Student Support @ UQ: Study skills

<https://my.uq.edu.au/information-and-services/student-support/study-skills>

Refine your writing or study skills with “coaching” from a Learning Adviser

### Workshops

Learning Advisers offer a program of workshops throughout the semester.

*I have just started my degree and my writing has been pretty messy. This workshop has provided me clear guidance in organising my ideas and my structure.*  
UQ student



### Resources

You can access a range of free resources and guides to help you with your writing and study management.

*I am only just finding these resources now in the latter part of my 2nd Year of study (part time) and wish I had found them earlier.* UQ student



### Appointments

You can book a one-on-one consultation with a Learning Adviser.

*“Being honest and giving constructive feedback without judgement was great for effective communication during the appointment.”* UQ student



## Drop-in Sessions

Develop your writing skills with feedback from a Learning Adviser at our weekly ‘drop-in’ consultation sessions. This is an opportunity to ask a quick question about your assessment task or something specific about your writing, such as your structure or integrating referencing. Drop-in sessions begin in week 1 (28 July) and occur every week until the Revision week (3 Nov). No appointment is required, just bring your writing and come along.

12–1.30pm Thursdays at St Lucia campus – Workshop A 06-223 (opposite Student Central)

CRI003 Provider 00028B

## Access Workshops and Learning Support

- **General study skills**
  - Help with how to study
  - Problem-solving skills
  - Critical reading and analysis
- **Exam tips**
- **Assignment writing**
- **Group work**
- **Presentation skills**
- **Statistics support**
- **Time management and procrastination**

# Student Support @ UQ

Life can be a lot. Use the support available!



## Student Central Support Services

- Administration (ID Cards, Enrolment, Fees and more)
- Support Services (Counselling, Financial hardship assistance, accommodation, study skills and more)
- Enrichment and Employability (Career advice, global experiences, research programs)



# Student Support @ UQ

Proactive workshops for life and university



## Student Life

- [Life and wellbeing workshops](#) (Peer writing support, mindfulness meditation and more.)
- [Other workshops available through student services](#) (study skills etc.)

## UQ Library

- [Workshops](#) in software, research skills and more.
- [Other library services for students](#)

# Monitor yourself

Don't ignore early indicators of trouble.



## What might indicate you need help?

- Dramatic change in life circumstances
- Not doing things you enjoy
- Doing things you enjoy excessively!
- Not going to class
- Late with assessment
- Multiple extensions
- Etc.

**If this happens, reach out, help is available.  
If in doubt, ask!**

07

What happens if results  
don't improve?



# If results don't improve?

## Progression Improvement Plan

### **Progression Intervention Notice issued**

**You'll be asked to submit a  
Progression Improvement  
Plan to the Associate Dean  
(Academic)**

**The plan should include all  
the steps you have taken to  
improve your results.**

**You must include evidence:**

- **So what you choose to do  
now matters!**

**You may be required to  
attend an interview.**

**The Associate Dean  
(Academic) will make  
decision on your enrolment:**

- **Limit number of courses**
- **Require you seek assistance**
- **Require a break**

# Legislation & UQ Policy

## All Students:

### Maximum time for completion

- **All students:** Check the '[Enrolment](#)' policy. [Otherwise](#), you have up to 10 years to complete your degree

## International Students:

### Student visa

- [You must comply with all visa conditions](#). These may include:
  - Maintain enrolment in a registered program
  - Maintain satisfactory course progress
  - Complete their program by the end date on their Confirmation of Enrolment (CoE).
  - If graduation is delayed, apply for a new CoE.

## Interruption Policy

- There is a limit to the length and number of interruptions you can take, and a new process to apply for an interruption and/or return from an interruption
- **Maximum interruption is 2 years.**
- [What you do next](#) depends on if you're a domestic student or an international student.

**Ask Faculty for  
advice**

08

# What happens next?



# Important Dates

Refer to the Academic Calendar:

You need to be aware of these dates (put in semester planner)

- **Last date to add semester one courses:**
  - 2 August 2024
- **Census date** (last day to drop a course without financial liability or academic penalty):
  - 31 August 2024
- **Last day to drop courses or cancel enrolment without academic penalty:**
  - 30 September 2024



**Save  
the  
dates.**

**Good choices now will  
help lead to a  
successful semester.**

**Changes you make will  
be great stuff to talk to  
future employers  
about!**



09

Thanks. Questions?