



Australia Award SUPPLEMENTARY ACADEMIC SUPPORT

STUDENT DETAILS

Student ID: _____ First Name: _____ Last Name: _____
Course Name: _____

TYPE OF SUPPORT NEEDED

I wish to use my Supplementary Academic Support for?

- Tutoring (Complete section 2) Purchasing Study Materials (Complete section 1)
 Thesis Editing (Complete section 1)
 Conference/Workshop/Fieldtrip/Registration Fee (Complete section 1)

SECTION 1 – OTHER SUPPORT

➤ CONFERENCE / WORKSHOP / FIELDTRIP / REGISTRATION FEE CHECKLIST

- I have attached a letter of support from my supervisor/course coordinator.
 I have provided an outline of the conference/workshop/fieldtrip.
 I have attached a photocopy of my passport and visa expiry dates.
 I have filled out the proposed travel details below
 If the Scholarships Team approves the purchase I will provide them with a receipt of the purchase so that they can reimburse me.

Note: Expenses for food whilst attending the conference/workshop/fieldtrip should be covered by your stipend, not SAS.

TRAVEL DETAILS:

Departure Date: _____ Return Date: _____ Destination Country: _____
Destination City: _____

➤ THESIS EDITING CHECKLIST

- I have attached a copy of all my receipts so that the Scholarships Team can reimburse me.

➤ PURCHASING STUDY MATERIALS CHECKLIST

- I have attached a letter of support from my supervisor/course coordinator to advise why it is necessary for me to purchase these study materials.
 If the Scholarships Team approves the purchase I will provide them with a receipt of the purchase so that they can reimburse me.

OFFICE USE ONLY – OTHER SUPPORT APPROVAL

Support Type: _____
Approved: Yes No Reason for not approving: _____



SECTION 2 – TUTORING

Subject Code: _____ Subject: _____

What type of difficulties are you facing?

TUTOR DETAILS (If you have not found a tutor, leave this section blank):

Full Name: _____ Email: _____ Staff ID (if known): _____

TUTOR'S QUALIFICATION:

- Undergraduate/currently doing undergraduate
- Postgraduate diploma/currently doing postgraduate diploma
- Masters/currently doing master
- PhD/currently doing PhD

TUTOR REPORT:

To be completed by tutor during sessions. After the last session, complete the evaluation and return this form to the AusAID Officer at Student Central (Building 17).

Date	Hours	Student attendance (signature)
Total Hours:		

EVALUATION OF STUDENT (to be completed by **tutor**):

Comment on what difficulties the student was experiencing and to what extent the tutorial assistance helped in overcoming these. If the tutorial assistance was with thesis editing, was the student's writing is of the appropriate standard expected of a Masters/PhD student?

EVALUATION OF TUTOR (to be completed by **student**):

Your comments should address if the assistance was useful for understanding difficult concepts in the subject. For thesis editing, how useful was the assistance you received, and do you think you need further assistance?

OFFICE USE ONLY – TUTORING APPROVAL

Hours approved: _____ Hourly rate: _____ Approved by: _____

Signature: _____ Date: _____

- Tutor has completed a Casual Authority Form
- Casual authority has been returned from HR
- Tutor has submitted timesheet on web kiosk
- Timesheet has been approved