

Studying in Australia DCSP 2025

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Good morning, and welcome to the Defence Cooperation Scholarship Program. My name is Lauren, I work at Palladium, and most of you will have received emails from me by now! Joining me today is Bec, our Program Administrator, also from Palladium.

This presentation is aimed to give you even more information on Studying in Australia. Whilst much of this information has been provided to you already, after working on the program for a few years we have learned it may take a few times for all the information to sink in – it can be overwhelming when you first hear all the information and can be quite overwhelmed by information! Please listen carefully as you may find you learn something you did not already know.

I am happy to take questions as we go however if your question is very specific to your situation, please make a note and raise it during your interview over the coming days.

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You have just started your scholarship journey, and I am sure your time at DITC will set great groundwork for your studies in Australia.

This presentation will go over a range of information, from academic lifecycle, to referencing and plagiarism, English Language skills and (always important) time management!



Scholarship Lifecycle

01

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We are here to support you all the way through your scholarship, from your time at DITC, until you complete your studies and return home.

Scholarship Lifecycle



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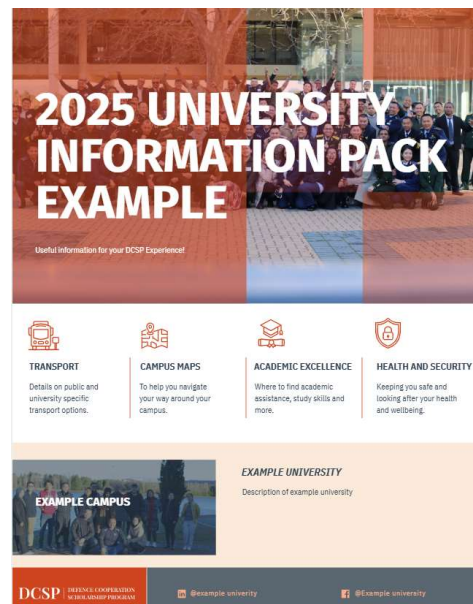
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Photo showing a past DCSP scholar at DITC
a graduating DCSP Scholar
and of course, holiday opportunities during semester breaks (this is at the 12
Apostles, in Victoria).

Information Packs

University and locality Information

- Transport
- Campus Maps
- Academic Excellence
- Health and Security
- Important Phone Numbers



You will have all received your DIGITAL Information Pack by now – this is specific to your university and contains very useful information you may wish to refer to throughout your scholarship.

Information Pack is designed to help you settle quickly and make the most of your experience under DCSP.

It contains information on

- Transport, including public transport, cycling, and parking
- Campus maps, including campus facilities, on campus cafes, and any university-specific apps
- Academic Excellence, including orientation link, your university student support system, library, referencing guides
- Health and Safety including campus security, Medibank, closest public hospital, and university health and counselling services
- Important phone numbers including emergency, police assistance, State Emergency Service, Crime Stoppers and Emergency Plus.

We encourage you to save this information pack to allow you to easily reference the information throughout your scholarship.



Academic Lifecycle

02

Academic Lifecycle



ENROLMENT &
ORIENTATION



ACADEMIC
SUPPORT



TEACHING
STYLES



REFERENCING
& PLAGIARISM



ACADEMIC
WRITING



ASSESSMENT
& EXAMS



TIME
MANAGEMENT

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This session will provide a snapshot of the academic life-cycle, and cover all of the areas listed on this slide.

Some of you may not have studied formally for a number of years, while others have completed postgraduate studies in your home country (or a third country) only recently.

Regardless of your situation, you are likely to encounter new experiences when you commence your postgraduate studies in Australia.

The information on the following slides is designed to provide you with a **guide** of what you may expect – however, you can also expect many variations to this, depending on the nature of the programs in which you are enrolled (i.e. technical vs language rich) and according to your own personal experiences and backgrounds.

Before we start, a pop quiz: how many hours **per day** do you expect you will need to spend on your studies? Anyone hazard a guess?

Interesting...we will come back to this question later in the presentation!



Enrolment & Orientation

03

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It is important that you bring your original (or accepted certified copies) of all your documents with you. If you did not, you will need to arrange these to be either brought with your family members or posted.

Universities regularly conduct spot-audits on applications and will request original documents if you are selected for the audit. If you are unable to produce the original documents submitted during your application, your enrolment *may* be cancelled.

Enrolment



Subject Choices – do your research



Online Enrolment – do it early



Intensive mode – is it right for you?



Maintain full-time load – complete by due date

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Enrolment

- Some programs will have quite a restrictive study program in which there will be limited subject choice.
- Other programs will have a large amount of freedom, with electives or flexible units.
- Your timetable may also influence your subject choices.
- Research your options and when choosing your subjects don't forget to consider your previous academic/work experience, your own goals, and the requirements of your parent service.
- Some universities require **online enrolment** – do it early to ensure that you can enrol in your preferred subjects and choose the timetable that best suits your situation.
- Some subjects will be offered in **intensive mode** – this means that an entire semester worth of classes may be taught in 1-2 weeks (full-time, 9-5). Consider whether your English language comprehension skills are strong enough to cope with this. You may like the idea of getting all the classes out of the way – but they will be extremely draining!

- Remember – you must maintain a **full-time study load** and must finish your program by your **scholarship end date**.
- During the university admission process, we asked the universities to assess your applications to consider whether you are eligible for advanced standing on the basis of a combination of your academic qualifications, any additional training courses undertaken, **and** your relevant professional experience.
- In some cases, this has resulted in a reduction in your overall academic program duration – your offer letter will reflect this.
- If you have been granted advanced standing and are unsure of how to enrol, speak to us during your interview. You should also seek advice from your academic program coordinator once you arrive at your host university.
- **SPECIAL NOTE:** Those of you studying MMP at UOW– please stay after the presentations for 5 mins to discuss.

Orientation



Attendance is compulsory



University and/or Faculty-specific



Attend all scheduled sessions



Ask questions

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Orientation

- May be optional or compulsory by your university – please note that from a scholarship perspective, you should consider **ALL** orientation sessions at your university compulsory! You will receive information on the orientation sessions you considered **MANDATORY** for DCSP in the coming weeks.
- Orientation may be general or Faculty/School-specific, and will generally include information about:
 - Student support services available to you
 - Enrolment process (if not provided to you previously via email)
 - Library and computing facilities
 - Campus tours
 - **Academic workshops (academic and language support)**
 - Student life (cultural and sporting groups)
 - Accommodation tips
- Attend **ALL** scheduled sessions.
- It will be a great opportunity to meet other international students and members of faculty, as well as learn about all of the services available to you.

- Make the most of the opportunity to ask questions – not just at Orientation sessions but throughout the year.

Orientation – Sample Schedule

Sessions listed as either

- Mandatory
- Highly Recommended
- Dates Provided
- Check Box Attendance Y/N
- Return to DCSP Team at conclusion of O-Week

Orientation Week Schedule	Date	Mandatory	Highly Recommended	Attended Y/N
La Trobe Orientation Programs and Activities				
International Student Meet and Greet	27/02/2025			
Welcome to La Trobe: Your first week as an International Student	19/02/2025	<input checked="" type="checkbox"/>		
Enrolment Support Workshops Student systems frequently used Academic skills development Free supports available at La Trobe to help you succeed!	Register to Trobe enrolment.support@latrobe.edu.au Admission team			
New to La Trobe - Essential Information	On Demand	<input checked="" type="checkbox"/>		
Sponsored Students	On Demand	<input checked="" type="checkbox"/>		
Campus Tour	24/02/2025		<input checked="" type="checkbox"/>	
On Demand Orientation - Online Video Recordings				
Orientation - School of Computing	Video Available	<input checked="" type="checkbox"/>		
Orientation - School of Engineering and Mathematical Sciences	Video Available	<input checked="" type="checkbox"/>		
International Students: Essential Welcome	Video Available		<input checked="" type="checkbox"/>	
Student Support Services	Video Available	<input checked="" type="checkbox"/>		
Student Life	Video Available		<input checked="" type="checkbox"/>	
Faculty Events				
Academic Skills				
Library Essentials	24/02/2025, 26/02/2025	<input checked="" type="checkbox"/>		
Studying in Australia - services and supports at La Trobe	27/02/2025	<input checked="" type="checkbox"/>		
Tips for Online and Independent Study Resources available to help you succeed with online or blended mode of study	28/02/2025	<input checked="" type="checkbox"/>		
English Language				
International Students: Build your Vocabulary Workshop Learn strategies to improve your vocabulary Develop your comprehension of English Learn where to get support for your studies	26/02/2025	<input checked="" type="checkbox"/>		
La Trobe Support Service				
Current Address Topics	On Demand		<input checked="" type="checkbox"/>	
Student Mentorship Program	26/02/2025		<input checked="" type="checkbox"/>	
Surviving Financially as a University Student	On Demand		<input checked="" type="checkbox"/>	
Wellbeing Services (Health and Wellbeing)	On Demand		<input checked="" type="checkbox"/>	
Other				
First Year Experience Meet and Greet Friedenshan	24/02/2025			

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Orientation Sample Schedule

- You will each receive a schedule similar to this, and it will be tailored to your specific university and program.
- Experience shows those students who attend full orientation week sessions get off to a better start in their studies.
- Attending and making the most of your Orientation events will set you up for success for your studies under DCSP. You'll find out everything you need to know about your course, faculty, classes and campus. You'll also meet staff and some of your classmates, so you'll know some familiar faces in week one of session.
- You will get to know more about:
 - Faculty
 - Academic Support
 - Student Support
 - Social Networking

You will see the schedule lists both **Mandatory** and **Highly Recommended** sessions. Defence have identified which sessions are mandatory, so it is important you attend these, you will be required to complete the form and return to the DCSP team at the conclusion of O-Week. You are encouraged to attend all the identified sessions for your best start at Uni.

- Your schedule will be emailed to you during the final week at DITC prior to moving out to your host city.



Academic
Support

04

Academic Support



Support Services

- Sponsored student
- International Student Office
- Peer assisted study sessions
- Mentoring
- Research librarians
- IT assistance



Academic Skills Workshops

- Refer to your university's website for information
- Range of topics
- Offered throughout the year
- Sign up!



Digital Literacy

- Critical for success
- Develop these quickly
- Ask for assistance if needed

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University support services

- Your university will have **LOTS** of support services available to assist you throughout your scholarship experience.
- You will receive information about some of them during your Orientation.
- Remember – some universities have a dedicated team for sponsored students or international students where you can always seek assistance and referral to the most appropriate areas. Details of the appropriate person/area will be listed on the consent form you will receive with your pack during your interview.
- You **MUST** take responsibility for your studies – you will not be able to use lack of experience with the Australian education system, or lack of familiarity with online learning, or the fact you haven't studied in Australia before, as an excuse for poor performance, **especially** if you have not sought assistance or utilised the university's existing support services.
- Take some comfort in the fact that the universities are prepared to help you overcome any academic challenge you may face – they have developed great support systems to help all international students reach their potential. Any issue you are facing is likely to have been experienced by another student in the past!

Academic skills workshops

- If academic skills workshops are offered at your university, **sign up for them!**
- The DSF here at DITC is fantastic, and you will learn so much during your time here – however, you can **always** benefit from additional support and guidance. Also remember that the workshops offered at your university will be **specific** to systems and requirements of your university.
- Don't think, "oh I did that at DITC, I won't learn anything new". Remember, the students who perform the best while on their scholarship year are those who make the most of every opportunity!
- **Hands up** – if your last formal university study was more than 20 years ago? More than 15 years ago? More than 10 years ago? More than 5 years ago?
- For those of you who studied within the last 5 years, was your degree undertaken in Australia? In English?
- You will **ALL** benefit from your university's support services and any academic skills workshops!

Digital literacy

- For those of you who have not studied recently, you will need to develop digital literacy **VERY** quickly! Even here at DITC, you will need to undertake online research and complete tasks.
- If you aren't comfortable using computers, you need to understand that this **WILL** be a requirement throughout your studies.
- If you don't have reasonable IT skills or are not comfortable undertaking basic tasks on your computer, you should consider taking a short course (perhaps at a community college) to help develop these skills quickly. **Note:** this is something you will need to pay for out of your stipend; it is not covered by the scholarship.



Teaching Styles

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We often receive feedback that the teaching style in Australia is very different to the teaching styles in your home countries.

Teaching Styles



Lectures

- Entire Class
- Not interactive



Tutorials / Seminars / Workshops

- Smaller groups
- Be prepared – read in advance
- Active participation
- Ask questions



Online Activities

- Less formal activities
- May still contribute to your final grade
- Take all activities seriously

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Lectures

- Generally (and unless you are in a very small class) these are not interactive.
- Will have all students enrolled in this subject present.
- Lectures are a way for the lecturer to present a large amount of content, describe concepts and provide relevant examples.
- Some lectures will be recorded by the university as standard process and will be placed on the university's Learning Management System.
- If not, consider asking your lecturer if you can record the lectures so you can ensure that you do not miss any content.
- **Always ask permission first.**

Tutorials / seminars / workshops

- You are expected to be **prepared** and have done all the **required reading** prior to your class.
- Will generally occur after the lecture for that subject (although not always!).
- Some subjects will allocate a % of your total grade according to your participation – ensure that you attend all classes and contribute to the discussions!
- **Active** participation is **encouraged**, and **expected**.
- Academic staff have a genuine interest in hearing your opinions, especially in programs where your previous work experience is highly relevant.

Online activities

- Do not neglect online activities – remember that marks awarded may contribute to your final grade – this can be an easy 10% of your subjects' final grade!

Blended Learning

Course Materials and Assessment

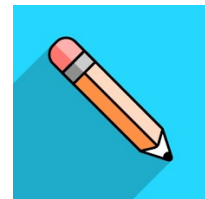
- Recorded lectures
- Online materials
- Interactive Assessment



Learning Management Systems

- University Specific
- Online Student Systems
- Examples:
 - Moodle
 - Blackboard

The Moodle logo, featuring a graduation cap icon above the word "moodle" in a lowercase, orange, sans-serif font.



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Blended learning or e-learning will be new for many of you, especially those who have not studied formally for many years.

Blended learning/e-learning is **extremely** common in Australian universities.

I guarantee that some of your subjects (if not all) will incorporate blended learning or e-learning into course delivery, and even assessment.

Online course materials could be:

- Recorded lectures;
- Interviews;
- Podcasts; and/or
- Other online materials – accessed through the Learning Management System (LMS) or directly through the Internet.

Assessment which incorporates blended learning or e-learning could include:

- Interactive quizzes;
- Blog posts; and/or
- Feedback on other students' work
- Video Assignments

Examples of **Learning Management Systems**

- Blackboard
- Moodle

You **must become familiar** accessing information online – the university will often post important messages online and will **expect** you to access information this way.

Do not expect to receive an email or reminder for each item of interest – it is **your responsibility** to ensure that you receive **and read** all messages/information from the university. You will **not** be able to use the excuse that you didn't check your online portal if you fail to meet deadlines.

Most universities will **only** send correspondence to your university email address – you should check your university email **regularly**, or ensure that any correspondence is forwarded to your primary email address (if your university's system permits this).

It is **your** responsibility to log on to your university's student system on a regular basis to ensure that you do not miss any important messages or deadlines.

Consider setting your computer's home page to your university's log-in page.



Referencing & Plagiarism

06

Ask: who knows what is referencing and plagiarism?

Referencing



Different Systems



Focus on principles



Pay attention to detail

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Referencing

- Different systems are in place at different universities and may even vary between Faculties at the same university.
- I know you will attend a referencing session here at DITC – you should consider this an overview and be prepared to invest more time to learn your university's system **before** you start doing assessments. The useful information in your packs will have links to your university's resources, in some cases this will include detailed style guides. Take the time to read/download them.
- Focus on the **principles** of referencing – don't become stressed if your university uses a different system (or variation) to what you learn here at DITC.
- Your subject handbooks at university will list references in the appropriate style – use these as a **guide**. However, your lecturer's expectations may still be different.
- If you are not sure – **ask!**
- Don't be daunted by the **concept** of referencing – it is very important and requires close attention to detail, but it is manageable.
- Make sure you pay attention to the **detail** – you don't want to lose marks for things that are within your control!
- Most universities will have **face-to-face seminars or online resources on referencing**, either during Orientation or throughout the semester. Make sure you attend!

EndNote



Software for managing bibliographies and references



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EndNote

- EndNote is a tool to help you manage references. You should all be able to download and access EndNote **for free** through a site-licence at your university. However, you won't be able to do this until **after** you have accessed your university's student system. Some of you will be able to do this now (or have already done so), while some of you may need to wait until you reach your university and enrol. **Check your university's website for details.**
- Once you get access, familiarise yourself **before** you start your studies.
- EndNote **WILL save you a lot of time** in managing your references and citations – it is definitely worth taking the time to learn how to use it!
- **Pay attention during your EndNote session here at DITC.**
- Make sure you check whether your university has face-to-face seminars or support materials available on their website – these may be tailored to the referencing systems used in your university, **so make sure you attend** or access these materials!
- Some programs may not allow the use of EndNote – make sure you check this with your faculty or course coordinator before you start using it!

Plagiarism



Credit your research



Do NOT try and beat the system!

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Plagiarism

- Plagiarism is using someone else's words as your own.
- You **must** credit your research with proper referencing.
- Failure to appropriately credit your research is a **serious offence** at Australian universities – you could lose marks, receive a grade of '0' for a piece of work, or even be precluded from classes.
- **Do not underestimate the consequences of plagiarism.**
- You will be having a session on plagiarism while at DITC – please take all the advice and instructions you receive seriously.
- Students will occasionally try and beat the system, either deliberately or because they run out of time. Either way, this is unacceptable.
- However, they will only ever do this **once**.
- It is simply not worth the risk to your career and to your scholarship.
- The use of AI / Artificial Intelligence will be outlined by your university – make sure you read the AI policy, as your failure to follow this may have serious consequences. All universities will use software to detect the use of AI in assessments.

turnitin.com



Used by most universities



Will highlight similar passages



Will lose marks if not referenced properly

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Turnitin

- Used by most Australian universities.
- You will be required to submit your work online, and it will be checked against standard published academic references, previous students' work, and internet sources (including books and journal articles).
- The system will highlight examples of similarities with other published material, and other students' work.
- If you have referenced appropriately, it should pass.
- If you have not referenced correctly, it will be flagged for your lecturer's action – lecturers take plagiarism and referencing very seriously.
- The degree of similarity considered acceptable will vary according to your university, your faculty and even your lecturer.
- If you have the opportunity to **submit drafts** through Turnitin, I encourage you to do so. This may give you an opportunity to identify any inadvertent plagiarism and rectify any issues before your final submission (and avoid losing marks). However, check with the coordinator for **each** subject whether this is possible.

- Don't forget – your lecturers are likely to be experts in their fields and familiar with most sources, including other students' essays. They will be able to work out if you are using someone else's work without attribution!



Academic Writing

07

Academic Writing

Preparation

- Reading
- Study skills seminars
 - Optional or compulsory?

Feedback from Lecturers

- Outlines
- Drafts
- Final Submission
- Deadlines



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Preparation

Reading

- There will be a **LOT** of reading – regardless of whether you are doing a technical program or a language-rich program.
- Do not **underestimate** the time that the required reading will take.
- You may need to read each section/article **multiple times** in order to truly comprehend the concepts. Make sure you have fully understood the main points of the article/chapter, especially if you will be using it as a reference.

Study skills seminars

- As outlined earlier, your university will have academic skills seminars available at different times during the year. They may cover topics such as
 - Referencing;
 - Academic writing;
 - Presentations; and
 - Exam preparation.

I really want to impress upon you how important it is for you to make the most of all opportunities – if it helps in your decision-making, consider any such sessions to be **compulsory**.

In almost all cases, students who struggle in their studies while on the DCSP, or who end up failing assignments (or even subjects) have **not** made use of the various academic support services available to them.

It is **your responsibility** to give yourself the best chance of success!

Feedback from lecturers

- Your lecturers are accessible to you!
- Some lecturers will allow you to submit essay outlines or even complete drafts for comment/guidance prior to the due date.
- This is a great opportunity for you to receive feedback and guidance prior to your final submission – make the most of these opportunities.
- Be mindful of timelines – submit drafts well in advance of the deadline to ensure that the lecturer has time to provide you with meaningful feedback.
- Ensure that you incorporate any feedback received in your final essay/report.
- Remember that you need to give your lecturer **what they want** – in terms of structure and focus – not what **YOU** think they need!
- If you are not sure what they want – ask questions!

Subject References



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Textbooks

- Library
- Online
- Second-hand
- Swap

Other materials

- Journal articles
- Legislation
- Study Skills For International Postgraduate Students

Textbooks:

Library – all university libraries will have multiple copies of required textbooks. However, they will be in heavy demand and so may not be readily available when you need/want them or may only be available for short-term loans.

Consider purchasing your textbooks online, as they may be cheaper.

Look for second-hand book sales at your university, either through the university's bookshop, or directly from other students.

Some universities (Wollongong, Flinders, UniSA) have a Facebook page just for second hand-book sales.

If a subject is taught in multiple semesters, consider swapping textbooks with a fellow student.

Other materials:

Journal articles – most universities maintain subscriptions to key journal titles. While they may have hard copies in the library, you should be able to access most journal articles, relevant legislation, and other course materials through the

university library's website, or directly through the university's Learning Management System.

STUDY SKILLS FOR INTERNATIONAL POSTGRADUATE STUDENTS – you have all been given a copy of this book. This has a lot of extremely useful information and you should remember to refer to it throughout your studies!

Key Concepts



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Critical Thinking

- Express your opinion
- Think critically
- Be proactive

Informal Academic Environment

- Accessibility of academic staff
- Office hours

Critical thinking

Express your opinion – you are **expected** to have an opinion, as long as you can back it up with evidence.

You will be expected to be able to back up any assertions you make, with reference to the established textbooks, journal articles or other research about the topic.

Don't rely **solely** on your professional experience as evidence – in many cases this will be extremely useful (and even give you a significant edge compared to other students), but you will **also** need to refer to the established textbooks and academic references to back up your arguments and points of view.

Think critically – you are **expected** to ask questions, to use your **own knowledge and experience**, **AND** to refer to the **reading materials** for each subject.

Be proactive – if you aren't sure, **ask** the lecturer for clarification.

We are here to help you (Palladium, your universities, Defence) – **BUT** – we can't help you if you don't ask for assistance until it is too late.

Do not expect everything to be **provided** to you – you are expected to be **proactive** and to take responsibility for your studies. **REMEMBER: this is a condition of your scholarship!**

Informal academic environment

Academic staff will generally be quite accessible and responsive to emails.

All academic staff will also have **standard office hours**, during which students can make appointments, or simply drop in – ideally, you should email your lecturers to make a time.

Interactions with academic staff will be quite informal – generally, you will be able to address your lecturers by their first name.

Many Faculties will have Student Advisors – make contact with them if you are experiencing any issues. They will be able to direct you to the most appropriate support services, or help you directly.



Assessments, Group Work & Exams

08

Assessments



Written Assignments

- Literature Review
- Bibliography exercises
- Essays
- Reports
- Opinion Piece
- Online Assessment



Presentations / Class Participation

- Individual
- Group



In-class Tests

- Quizzes
- Short answer questions
- Exams

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Written assignments:

Depending on the nature of your program, some of the types of assessments could be:

- Literature Review;
- **Annotated bibliography** (pay attention to the details when referencing or you **will** lose marks!);
- Essays (varying lengths, from 1,000 to 5,000+ words);
- Reports (technical, business);
- Opinion pieces; or
- Online assessment.

Any of these forms of written assessment could be done individually or as part of a group.

Presentations and class participation

- Individual tutorial presentations;
- Individual class participation;
- Group presentations; or
- Video submissions.

Will be accorded marks according to your overall preparation and your participation

in class.

In-class tests

- These can give you a good idea of how you are performing.
- Don't be disheartened if you don't perform as well as you are expecting – you will then have an idea of what you need to work on, or where you may need additional assistance.
- If you perform poorly (or simply not as well as you expected), make an appointment to see your lecturer to discuss how you can improve in future.
- **All assessment is important, even those conducted within a less formal framework.**
- **Do not make the mistake of thinking that some forms of assessment are not important simply because they are online. It could cost you dearly.**

Grading

- Your English grammar will only account for a specific percentage of your overall mark for the assignment.
- Lecturers will have a grading rubric that they must follow and will **only** be able to deduct a specified maximum number of marks for your English expression.
- This may vary according to the university, faculty and even assignment.
- However, you also need to be aware that poor grammar can sometimes change the entire meaning of your work – in these cases, you will lose more marks if your argument is not comprehensible!
- Don't automatically think that a low mark is **only** due to your English grammar – if in doubt, ask your lecturer for feedback!

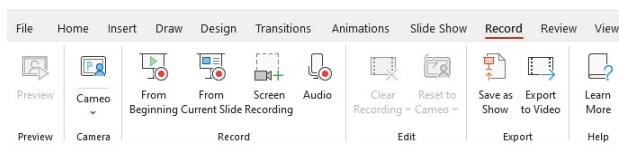
Feedback

- You will generally receive detailed feedback when you receive the marks for your written assignments. If you don't receive detailed feedback, **ASK!**
- **Identify** ways that you can improve in future assignments. Make sure you incorporate your lecturer's feedback.
- Consider making an **appointment** to see your lecturer to discuss your marks or to develop strategies for you to improve in future.
- Don't just turn up at their door (unless it is during their scheduled office hours) – make an appointment.

Video Assignments

Recording Video using PowerPoint

- Available through most Universities Microsoft suite
- Create your PowerPoint slides
- Record your video
- Export your video
- Upload your MP4 file



Alternate Tools may include

- Canvas
- Echo360
- Blackboard
- Moodle
- ChemDraw graphics



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In an age of YouTube and TikTok, creating videos may seem easy.

It can be – but it will also involve:

- research
- rehearsal
- resources

No matter what you are studying, being able to present key concepts clearly via video is a valuable digital skill.

No matter the form of assignment, you will always need to start with planning or outlining the assignment. Basic information to consider includes length of recording, style of recording, do you need to be visible in the video, do you need to also submit other files, for example your script, screen capture videos, etc. Another consideration, is it an individual assignment or a group assignment?

Most universities will provide access to the Microsoft suite – this makes PowerPoint a great all-round and accessible option for recording videos, however you should confirm with your university or lecturer for any specific requirements or tools available.

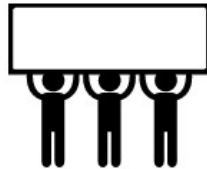
Uploading your video is usually still completed through your learning management system. Canvas, Echo Video, Blackboard, Moodle and ChemDraw graphics are tool you may need to use depending upon the requirement of your assignment. You may be able to record direct into the tool, or upload an existing file. All universities have online guides as a step-by-step 'how to' for the required tools.

As with ALL assignments, online if you are unsure the best way to complete or upload your assignment, you should seek help EARLY – this can be from your lecturer, tutor, e-Learning advisors, PEER support or library staff at your university.

Group Work

Issues

- Challenges and opportunities
- Participation
- Contribution



Strategies

- Planning
- Communication
- Feedback



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Issues:

Group work will provide you with both **challenges** and **opportunities**.

Some of you will be able to **choose** your group members; in other cases they will be **assigned** to you.

You may find that some of your group members are not as **committed** as you and may be satisfied just to pass, while you may wish to excel.

You may find that some members of your group do not **participate** as much as you would like.

These issues will be **challenging** to deal with, especially within a civilian context – but one of the reasons that group work is set as an assessment task is because these are issues that people **are expected to deal with in the workplace**.

There will often be opportunities to provide feedback to your lecturers about the **group dynamics** (including levels of **contribution** and **participation**).

If you are experiencing **significant issues** that you think may affect your overall

grade, you should consider making an appointment to see your subject coordinator.

Strategies:

Group work will require **significant planning** – do not **underestimate** the importance of planning.

Planning includes:

- Breaking activities into manageable tasks.
- Allocating tasks – factor in the group members’ strengths, interests and areas of experience.
- Nominate a group leader (this may be you or someone else).
- Set deadlines (for all activities, including final drafts etc).
- Schedule regular meetings (whether in person or via Skype etc).

- If you have any concerns about whether group members are participating fully, consider **insisting** on face-to-face meetings throughout your group project, and set mini-deadlines by which certain tasks must be completed (and **distributed** to the group).

Feedback

- Constructive feedback is crucial to success in group work – both in giving feedback to the other members of your group, and welcoming their feedback when it is provided.

Exams

Types of Exams

- Closed book
- Open book
- Take home
- Weekly quizzes
- Mid-term exams
- Final exams



Preparation

- Previous exam papers
- Revision schedule



If you need additional assistance, speak to your subject coordinator ahead of time

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Types of exams

- There will be different expectations for different types of exams.
- **Treat all exams/tests seriously.**
- **The final exams in many subjects will have a 'hurdle' requirement – this means that you **MUST** pass the exam in order to pass the subject. If you fail the exam, you will fail the subject, regardless of how well you have done in coursework.**

Exam preparation

- Use previous exam papers to **practise** exam techniques.
- **Plan** your revision schedule carefully. **Don't** leave revision until the last minute.
- If you have multiple exams, make sure you set aside time **each day** to cover content from each subject.
- Read the exam questions **carefully** – you need to answer the question that has been asked!

When you receive your results, particularly for mid-term tests or weekly quizzes, **review** where you lost marks.

Consider **making an appointment** to discuss your performance with your subject coordinator.

Identify ways you can improve in future.

Consider whether you need **additional assistance** and discuss this with your subject coordinator. Do this ahead of time – don't leave things until the last minute!

For all assessment tasks: **reflect honestly** on your performance – consider your strengths and weaknesses and make sure you can clearly articulate them. Then look at what support services are available that can help you overcome them.



English Language Skills

09

English Language Skills

Reading

- Reading
- Preparation



Practice

- Informal university classes
- DITC resources
- MOOEC: www.mooc.com



Practice your English skills whenever you have the chance

Form connections outside your cultural or language group



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Expect that you will need to **read** your course materials **more than once** before you fully understand the content – this will especially be the case when you are reading academic references.

Ensure that you allow enough time to read, and **fully comprehend**, the material.

Sometimes it will be the main concepts from a variety of sources that the lecturer is expecting you to understand. Other times, you will need to understand the minute details.

Don't be disheartened if you need to read something multiple times – this is to be expected when you are studying in a second (or even third) language!

Practice your English language skills **whenever** you have the opportunity. Consider restricting yourself to **English only** during particular times, even within your own home. This will be easier for those of you with families, and will also benefit your kids immensely. Don't be surprised when your children start correcting you!!

Consider **forming connections** outside your cultural or language groups – ie the **Welcome Dinner project**, or other programs that may be offered by your university.

Many universities offer free conversation classes for international students.

If you are unaccompanied and planning to live in share accommodation, consider looking for students from different countries so that you will **have** to speak English all the time!

Make the most of the resources provided to you while you are here at DITC – **access online materials** whenever you have time.

In addition to your access to DITC resources, investigate what options may be available to you **at your university** – whether informal English language classes, or conversation groups.

Another free resource is the **Massive Open Online English Course** – this has been developed by a number of Australian universities and language institutes in Australia and has a variety of online modules that can be accessed and completed by anyone, free of charge.



Time Management

10

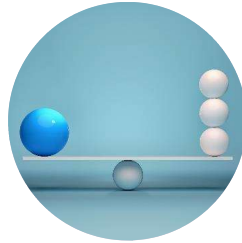
All nighters? Hands up.

Time Management



Planning

- Plan your time
- Develop a study schedule
- Identify all deadlines and work backwards
- Assignment deadlines



Balance

- Balance your study with your family and/or social life



Sleep

- Don't get into bad habits
- Routine

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Time Management is crucial for success in both your academic and personal life.

Assignment deadlines – don't **underestimate** the impact of poor time management. **All** universities will impose penalties for late submission of assignments – a deduction of 5% for every day an assignment is late is quite common. There have been cases where students have submitted work so late that they have received 0 for assignments because of late penalties.

If you have a valid reason why you cannot submit an assignment on time, you **must** follow the processes in place at your university, and provide appropriate supporting documentation (such as a medical certificate for a doctor if you have been sick). It is your responsibility to do this, **preferably before the due date**, so that your request for special consideration can be considered.

At the same time, it is very important to have balance, and to look after your physical and mental health throughout your scholarship journey.

However, let's go back to the quiz question I asked at the beginning of the session...

How many hours do you think you will need to spend on your studies, per day, in order to successfully complete your Masters program?

Have any of you changed your minds since the beginning of the presentation?

Remember: you are being paid to study full-time. You are not being paid to have a holiday!

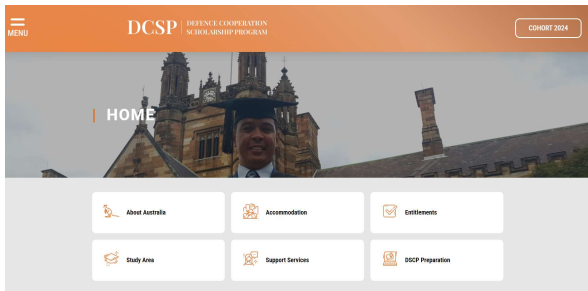
When you are at home, how many hours per day do you work if you are full-time?



Contact Details

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DCSP Website



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- Remember to check the website regularly for updates
- Please check the website before emailing questions

www.defencescholarships.com.au

- Username: **defence**
- Password: **Defence#2025:DCSP**

Please remember to access the DCSP Website throughout your scholarship – this includes if you have a questions regarding scholarship entitlements, travel, accommodation, buying or selling a car, and anything else that comes up throughout your scholarship.

Login details were emailed to you in your first email from Palladium, are also founds on the bottom last page of your Useful Information Pack, and here on this slide. If you cannot find the answer to your query on the website, please send an email to the DCSP team (next slide).

Contact Us

Email



defence.students@thepalladiumgroup.com

Phone



24 Hour Assistance

0417 646 855

Rebecca (Bec) is the Program Administrator, some of you will have been liaising with Bec during your application process.

I am the Assistant Program Administrator, and the one you will likely send and receive most correspondence from.

As a DCSP scholar, please ensure you send your emails to defence-dot-students email. We usually try to provide a response within 2 business days.

The DCSP 24 Hour Assistance mobile is available as the name suggests, however, please be mindful of contacting after hours – if after hours, I would appreciate you treat it as **an emergency contact**. If you would not wake your DA with your issue, please don't wake me! Instead send an email for us to reply during business hours.

In a life-threatening emergency always call TRIP ZERO, and when you are safe, either call or text the DCSP 24 Assistance phone. Please SAVE this number in your mobile if not yet done so. I will wait a moment!

THANK YOU