

# **Charles Darwin University (CDU) Buddy Program, Semester 1 2022 Junior Buddy Manual**







# Welcome to CDU!

Congratulations on your successful application to Charles Darwin University (CDU). We are excited to have you join the university. Throughout your studies, you will build essential skills for success in academic pursuits, your work, and your life beyond CDU.

Starting studies in a university overseas can be a daunting experience, that is why we would like to offer you the opportunity to become a Junior Buddy and be paired with a Senior Buddy to help set you up for success in your studies. Your Senior Buddy will have experience studying with CDU and will be able to help answer all your study questions.





# Frequently Asked Questions

## **What is the purpose of the program?**

The CDU Buddy Program is designed to assist new international students get prepared for their Australian studies.

## **What are the benefits to you?**

By joining this program, we hope that you will start your studies feeling prepared and excited. You will settle into university life more quickly by receiving friendly advice and practical assistance from your Senior Buddy. Other benefits include the following:

- Contact with a CDU student, they are there to provide you with advice and support.
- Make new friends online and immediately build your friendship and professional network.
- Meet students from different cultures, learn about their customs, traditions, and lifestyles.
- Learn new soft skills such as communication and time management. These are very important in Australian workplaces.
- An opportunity to practise your English language skills.
- Contact with the CDU Global team.

## **When will you meet your Senior Buddy?**

You will be introduced to your Senior Buddy via email.

## **What activities can you do with your Buddy?**

There will be several CDU arranged events such as the meet-and-greet event online, virtual games with IHD, a series of webinars and much more.

## **How much time will you need to be a Junior Buddy?**

Each of the events will be 30–60mins each week leading up to orientation.

## **Why do I need Facebook?**


This will be the platform we use to keep you updated with information, we will play games and events there.

## **Why do I need to attend the training session?**

We want to make sure you start this program and your time at CDU with the best possible chances. In this session, we will go through important information regarding how to be the best buddy possible. It is compulsory to attend this training.

## **What if I am travelling during this program?**

We know many of you will be travelling to Australia and may not always be able to participate at each set time. Please let your Senior Buddy know if you will not be able to make an activity.



# Frequently Asked Questions

## What are the timelines for this program?

The below table is a guide of the proposed dates and activities. Some of these are still being finalised. You are required to attend the Junior Buddy training and the Virtual Coffee Catch ups, everything else is optional. All of the detail as they become available will be online [HERE](#), except the training programs and virtual coffee catch-ups.

Date	Activity
19 January 2022	Senior Buddy training
20 January 2022	Junior Buddy training
25 January 2022	Informal campus tour
27 January 2022	How to get work in Darwin
31 January – 3 February 2022	You and your Buddy organise a coffee catch up
3 February 2022	Get involved at CDU
7 – 11 February 2022	Virtual Games – Date to be confirmed
14 – 18 February 2022	You and your Buddy organise a coffee catch up
15 February 2022	Informal Campus tour
22 February 2022	Start well at CDU
28 – 4 March 2022	Orientation week



Scan to see events

# Top tips for online Cross-Cultural communication

1. Maintain etiquette: Many cultures have specific etiquette around the way they communicate. Before you meet, research your buddy's culture. For example, many cultures expect a degree of formality at the beginning of communication between individuals. Every culture has its own specific way of indicating this formality.
2. Speak clearly: As you both speak English, it is great practice for you both to try and communicate in English.
3. Keep it simple: Short, plain English words are easier to understand, especially if one or both of you have not had years of practice.
4. Practice active listening: Repeat what the other person has said to ensure that you have understood them correctly and ask frequent questions. This helps build a relationship and ensures that important information doesn't get missed or misunderstood.
5. Take turns to talk: Make the conversation flow more freely by taking it in turns to talk. Make a point and then listen to the other person respond. Let your Buddy have time to think and avoid filling the silence with chatter that may distract your Buddy.
6. Write things down: If you're not sure whether your Buddy has understood you properly, explore ways to communicate, such as pictures, charts, diagrams and shared activities, to ensure you understand.
7. Avoid closed questions: Don't phrase a question that needs a 'yes' or 'no' answer. In many cultures it is difficult or embarrassing to answer in the negative, so you will always get a 'yes' even if the real answer is 'no'. Ask open-ended questions that require information as a response instead.
8. Be careful with humour: If you make a joke, make sure it will be understood and appreciated in the other culture and won't cause offence.
9. Be supportive: Effective cross-cultural communication is about all parties feeling comfortable. In any conversation, treat others with respect, do your best to communicate clearly and give each other encouragement. This helps build confidence and trust.
10. Make it fun: Since you will be meeting with your Buddy for a few weeks, maybe think about some fun games or questions you can ask to get to know your Buddy. For example, ask what your Buddy did on the weekend. Scan the QR code below for some fun virtual game ideas.







# You will receive all of the support in the world

As a CDU student, you will have access to a wide range of free services, including accommodation assistance, careers advice, study support and personal support. Dedicated staff can also give you assistance to develop your study plan and can support you to progress with your studies.

## International student support

CDU's International Student Support team is here to support you in all aspects of your student experience. For more information, go to: [www.cdu.edu.au/international/current-international-students](http://www.cdu.edu.au/international/current-international-students)

## Studying online

CDU is a pioneer in e-learning and has been delivering courses online for almost 20 years. If you are unable to study with us on-campus while offshore, you can choose to study an online course at CDU.

While you are studying online with CDU, you'll be studying with an innovative multi-sector university that is a leader in research and online study delivery.


You'll find plenty of help online with access to free academic support. Online tutoring is available to students through their Learnline account for both subject-specific and literacy help. Access is available to a free online tutor 24 hours 7 days a week, in more than 40 subjects, including Math, Science, Social Studies, Business, and English. You can also access our CDU Library online which has lots of resources and support for you.

## Academic and English language support

The assessment and teaching style in Australia may be different to your home country. You may even be studying in a different language. As an international student, you can access free online tutoring, workshops, and individual consultations for assistance with English language for your course. These activities are available to support you with understanding the requirements of your assignments, academic writing, critical thinking, referencing, research and reading. Set yourself up for success by attending workshops and Language and Learning Support services. For more information on Language and Learning support, go to <https://www.cdu.edu.au/library/language-and-learning-support>.

## 24/7 Online tutoring

Get access to a free online tutor through your Learnline account, 24 hours a day, 7 days a week, with no appointment necessary. This service is available in more than 40 subjects, including Maths, Science, Business and English. Simply enter your topic, subject and question, and the online platform will connect you with someone who can help. Look for 'Online Tutoring' under the Help and Support tab in Learnline.





# You will receive all of the support in the world continued...

## Individual consultations and workshops

CDU runs a series of workshops covering academic skills and topics to help you develop the skills to succeed at University. Individual consultations can also be booked for a specific study issue. Alternatively, for help with a quick question, 20-minute drop-in sessions are available with no booking required.

## Peer Assisted Study Sessions

Peer Assisted Study Sessions (PASS) are useful if you want to improve your grades, meet other students and study your unit content in a relaxed, friendly and focused way. These study sessions are conducted by PASS leaders, who are current CDU students who have successfully completed the targeted unit and have been trained to run group study sessions. For more information, go to <https://www.cdu.edu.au/library/language-and-learning-support/peer-assisted-study-sessions-pass>

## Free airport pick-up

CDU offers a free pick-up service from Darwin International Airport for new international students. <https://www.emailmeform.com/builder/form/IE8y4W3cbO3inLRQsc8eV>

## Orientation

Students joining CDU at the Casuarina, Palmerston, Waterfront, Alice Springs, and Sydney campuses can join the fun and excitement of Orientation. You will receive information about life in your new city and an introduction to CDU, including:

- Meet and greet with CDU staff
- Enrolment advice
- Overview of your student visa conditions
- Information about student support services
- Campus tours
- Lots of fun activities to get to know your new University and fellow students


You can also join the virtual Orientation if you are unable to attend an on-campus orientation event.

## Careers and employment support

Improve your chances of securing the career that you want by talking with our expert staff and accessing resources that will build your skills and knowledge to help you in the job market. For more information, go to <https://www.cdu.edu.au/current-students/life-wellbeing/careers-employability>.

## Access and inclusion

We are committed to providing you with an accessible, supportive, safe, inclusive and respectful learning environment. For more information, go to <https://www.cdu.edu.au/current-students/life-wellbeing/access-inclusion>





# You will receive all of the support in the world continued...

## **Student counselling**


CDU provides professional, confidential and free counselling services. You can book a session to discuss anything that may be affecting your well-being. For more information, go to <https://www.cdu.edu.au/current-students/life-wellbeing/counselling>

## **CDU Library**

CDU Library has a specialist team of librarians to help with research and referencing for your study area. Use the modern facilities to study with your friends or on your own, and use computers, printers and online materials. For more information, go to [www.cdu.edu.au/library](http://www.cdu.edu.au/library)  
CDU has been delivering online degrees for almost 20 years, with more than 70% of our students studying with us online. Find out how you can access hundreds of thousands of library resources as an online student: <https://www.cdu.edu.au/launchpad/student-life/online-student%E2%80%99s-guide-library>

## **Health and wellbeing**

Many things cause stress in our daily lives, such as study, finances, work and family. It is important to find the right tools to support you during these times and as circumstances change around you. Find out more information about staying well here: <https://www.cdu.edu.au/current-students/life-wellbeing/staying-well>







# International student requirements

## Your student visa and key visa conditions

As an international student, you will have a student visa for the duration of your course at CDU. The Department of Home Affairs (DHA) is responsible for issuing visas to students who wish to study in Australia.

There are a number of conditions attached to your student visa. It is important to make yourself aware of these responsibilities and ensure you do not breach your visa conditions. Learn more: <https://www.cdu.edu.au/international/current-international-students/make-your-studies-compliant>

## Overseas Student Health Cover (OSHC)

While you are studying with an Australian University, it is a visa requirement to ensure you have Overseas Student Health Cover (OSHC). This applies even though you are currently studying online.

If you are studying online, the process is that you will pay your OSHC and then when the travel restrictions are lifted, you can change or update the start of your OSHC by contacting your OSHC provider to change your policy.

CDU's preferred OSHC provider is Allianz. The university's partnership ensures that if you arrange your OSHC through CDU you will receive an essential cover that provides you with access to a dedicated Allianz representative to assist you with claims and to provide general advice. For any questions about your OSHC, you can contact our Allianz campus representative, Michelle Jacutina by email. Alternatively, you can email us at [international@cdu.edu.au](mailto:international@cdu.edu.au) and we can help direct your query to Allianz.

For any queries about your OSHC, please call:

+61 (07) 3305 8841 (from overseas)

Learn more: <https://www.cdu.edu.au/international/current-international-students/student-visa>





# International student requirements continued...

## **Student visa enquiries**

The fastest way to find answers to your questions is to first check the Current International Students page on our website: <https://www.cdu.edu.au/international/current-international-students>

On this page you will find the answers to many general enquiries about your student visa conditions, reduced study load, intermission, fee payment, course progression or CoE extensions, please visit the 'How to make your studies compliant' page on our website:

<https://www.cdu.edu.au/international/current-international-students/make-your-studies-compliant>

If you still have questions, you can make time to meet with a member of the International Student Support team online. To view appointment dates and times and to make a booking, go to:

<https://www.cdu.edu.au/international/current-international-students>

## **Enrolment and attendance**


You must maintain satisfactory attendance in your course and course progress for each study period as required by CDU.

## **Reduced Study Load**

If you are not able to study full-time, you can apply for a Reduced Study Load (RSL). You need to include a relevant justification/explanation to support your application. Applications for RSL can be submitted one month before the semester starts and until the census date of each semester.

Learn more about the CDU Important Dates.

If you can't find the answer on the CDU website or you would like to confirm your understanding, please email [international@cdu.edu.au](mailto:international@cdu.edu.au) and include your full name and student number in the email.





# Studying at an Australian University (classroom culture)

Studying at an overseas university presents international students with exciting opportunities; however, there can also be challenges. Most of these challenges stem from cultural differences, and the Australian classroom either online or on-campus is no exception.

## Plagiarism

Plagiarism is taking someone else's work or ideas and passing them off as your own. At CDU, students are expected to display honest, ethical and respectful practices especially when completing and submitting assessments. As a student, you are responsible for understanding what academic integrity is and what the consequences are if you face an alleged breach. Learn more about academic integrity online: <https://www.cdu.edu.au/library/language-and-learning-support/study-skills/academic-integrity>.

## Referencing

Referencing (or citation) is related to avoiding plagiarism and it is an essential skill for every student and working professional. Referencing is simply a way of explaining in an assignment, where an idea has come from, who said it originally and where you found it. There are many different styles of referencing. Every college will have its own rules about referencing and, every course will have its own rules about which style you should use. For more information visit the website: <https://libguides.cdu.edu.au/cdureferencing>

## Working in groups


Australian schools and workplaces consider the ability to work well within a team to be an essential skill. Almost no matter what you study, you'll find yourself doing a group assignment. Even local students who are used to group assignments can find them difficult, so if you've never done them before you might find it a challenge. Contact our Language and Learning support team: <https://www.cdu.edu.au/library/language-and-learning-support> for more information about free academic skills and study help workshops.

## Independent thinking

Australian schools' value original thinking very highly. The learning style here encourages innovation, creativity and critical thinking in all subjects – from engineering to communications. Lecturers here are not just impressed by the memorisation of textbooks. Rather, students are expected to apply independent, critical analysis and participate in debates and discussions. While it may feel new to some, there's no reason to worry. Tutorials are a safe space and are designed to allow students to challenge the ideas of others (politely of course).

## Assignments not exams




Many subjects in Australia will allocate a larger percentage of your grades to the completion of assignments and essays, rather than to your exams. Many students find that they like this arrangement – it allows students time to perfect assessment pieces at home, rather than having to get everything right in a single 2-hour exam.





# Online support for you and your Buddy

We want you to be able to study with confidence and reach your goals. We offer support the whole way through. Whether it is personal support, help with study skills or questions, the key to success is asking for help early. We have provided you with a lot of information, so here is a summarisation of the support available to you at CDU.

Support Type	Situation	Contact
Personal support	If you are experiencing personal difficulties that are affecting your wellbeing, CDU provides a free and confidential counselling service.	Equity Services: <a href="http://www.cdu.edu.au/equity-services/counselling">www.cdu.edu.au/equity-services/counselling</a> 
International student enquiries	International students might have general enquiries about student visa conditions, study load, intermission, fee payment, course progression or CoE extensions.	<a href="https://www.cdu.edu.au/international/current-international-students">https://www.cdu.edu.au/international/current-international-students</a> 
Current Student Services	Our services make your study journey at CDU as smooth and possible.	<a href="https://www.cdu.edu.au/current-students/services">https://www.cdu.edu.au/current-students/services</a> 
Language and learning support	The Language and Learning Support team is a free, confidential service that helps all students with academic skills development.	<a href="https://www.cdu.edu.au/library/language-and-learning-support">https://www.cdu.edu.au/library/language-and-learning-support</a> 
Online Tutoring	Online tutoring is available 24/7 to CDU students. The service is great for help with assignment or coursework questions.	Access online tutoring under 'Support' in your unit information in Learnline: <a href="https://www.cdu.edu.au/current-students/life-wellbeing/online-tutoring">https://www.cdu.edu.au/current-students/life-wellbeing/online-tutoring</a> 
CDU launchpad	There is lots of general advice as well as tips and tricks to studying online on the CDU Launchpad.	<a href="https://www.cdu.edu.au/launchpad/student-life">https://www.cdu.edu.au/launchpad/student-life</a> 
Buddy support or anything else	If you have any questions about your buddy, being a buddy or anything else.	International Student Support Team: <a href="mailto:international@cdu.edu.au">international@cdu.edu.au</a> or contact the Facebook page: <a href="https://www.facebook.com/CDUGlobal">https://www.facebook.com/CDUGlobal</a> or phone: +61 (08) 8946 7215

# Junior Buddy Code of Conduct

I, \_\_\_\_\_  
recognise that I am expected to act with integrity and demonstrate respect for others.

I will keep information about my buddy and the other buddies confidential and I will not share it with anyone outside of CDU.

I acknowledge that my contact details will be shared with my buddy and other buddies. I also acknowledge that my buddy's contact details will be shared with me and I will keep these confidential.

I will not:

- post, transmit, promote or distribute content that is illegal. I will not harass, threaten or distribute content that is harmful
- practice discrimination or harassment against any buddy about race, colour, place of origin, ethnic group, disabilities, economic status, gender, sexual orientation, age, marital status, family relationship, political or religious affiliation, citizenship or ancestry

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

