

“Just in time” Email Resources

Introduction

These ‘Just in time’ email notifications are designed to alert students to relevant wellbeing resources and services across different stages of the university term: early term, mid-term, late term, and the exam period. The notifications can be directly ‘cut and pasted’ into end of course emails or tailored to suit the needs of your students.

This document contains a brief list of wellbeing resources and services available to UNSW students. The resources and services are loosely categorised into four stages of term progression to indicate when they may be of most relevance for students. For example, services related to community building and belonging are categorised under the ‘early term’ heading, while resources on reducing exam stress and responding to feedback are housed under the ‘exams/assignments/end of class’ heading. That noted, academics are welcome to develop their own timeline for highlighting these resources specific to their students’ needs.

Example email boxes featured in this document may be copied directly into emails or used as a scaffold for academics to create their own version.

Early term

Resources

- [Goal & Time Management](#), The Fridge: an introduction to thinking intentionally about goals, and planning to achieve them by managing your resources, especially time.
- [HDR Counselling Resources](#), MindSmart: These resources are designed to help you navigate your way through your higher degree research program.
- [Sex and healthy relationship resources](#), UNSW: covering topics including sex health testing, dating, STI’s, contraception, and healthy relationships.
- [Learn to Study at University](#), UNSW CAPS: resources on how to get the most out of studying
- [Leaving Home](#), ReachOut: Leaving home is often part exciting, part shitting yourself. It may not be your choice to move out, or you might feel ready but don’t have a plan of attack. Whatever your situation, the information below can help you get sorted.

Services

- [Cultural Mentor Program](#), UNSW International Student Experience Unit: introduces new international students to a senior student ‘buddy’.
- [Indigenous Tuition Program](#), Nura Gili: enables Indigenous Australian students to access additional tuition assistance of up to 1 hour per week per subject during the teaching period.
- [Equitable Learning Advisors](#), Equitable Learning Services: Equitable Learning Advisors can arrange to put in place services and educational adjustments to make things more manageable for students with a disability, medical condition, learning disability, or are dealing with personal circumstances that affect their study.
- [LGBTQIA+ Support at UNSW](#): Internal support and resources for LGBTQIA+ students.

1 If you’re interested in learning more about the Student Wellbeing Community of Practice contact the EF Team: ef@unsw.edu.au

- [UNSW Connection Scholarships](#), UNSW International Student Experience Unit: grants of up to \$1,000 to support initiatives that connect international students to each other, their faculty and UNSW.
- [Student Wellbeing Course](#), This Way Up: free, self-paced course to help university students who would like to boost their mental wellbeing and/or reduce their stress levels.
- [Research consultations, UNSW Library](#): research consultations connect researchers to the information and skills needed to support their research. (HDR students)

Examples

Get this term off to a great start with some of these handy study and wellbeing resources:

- [Goal & Time Management](#), The Fridge: an introduction to thinking intentionally about goals, and planning to achieve them by managing your resources, especially time.
- [Student Wellbeing Course](#), This Way Up: free, self-paced course to help university students who would like to boost their mental wellbeing and/or reduce their stress levels.
- [Indigenous Tuition Program](#), Nura Gili: enables Indigenous Australian students to access additional tuition assistance of up to 1 hour per week per subject during the teaching period.

[Example for HDR students] Put your best foot forward this term with some of these handy study and wellbeing resources:

- [HDR Counselling Resources](#), MindSmart: These resources are designed to help you navigate your way through your higher degree research program.
- [Research consultations](#), UNSW Library: research consultations connect researchers to the information and skills needed to support their research.
- [LGBTQIA+ Support at UNSW](#): Internal support and resources for LGBTQIA+ students.

[Example for first year students] Here are some handy study and wellbeing resources to help you excel this term:

- [Cultural Mentor Program](#), UNSW International Student Experience Unit: introduces new international students to a senior student 'buddy'.
- [Sex and healthy relationship resources](#), UNSW: covering topics including sex health testing, dating, STI's, contraception, and healthy relationships.
- [Learn to Study at University](#), UNSW CAPS: resources on how to get the most out of studying

Mid term

Resources

- [Motivation Management](#), The Fridge: an introduction to ways of thinking about motivation—that is, psychological tools to manage your motivation.
- [Perfectionism videos](#), MindSmart: resources to help you manage the relentless pursuit of perfectionism.
- [Procrastination videos](#), MindSmart: Learn more about procrastination and some strategies for how you can get the job done.
- [Work and Money](#), ReachOut: Resources to help you manage your money and deal with the ups and downs of work and jobhunting.

Services

- [UNSW Smarthinking](#): submit drafts of your writing to a Smarthinking tutor and receive comprehensive feedback on a variety of writing areas.
- [Academic Skills consultation](#) with the UNSW SACS team: cover topics like essay & report writing, paragraph structure, clarity of expression and referencing
- [ACON](#): We're here for community health, inclusion and HIV responses for people of diverse sexualities and genders.
- [Harassment and Discrimination](#), UNSW: If you have been assaulted, threatened, harassed or discriminated against you are encouraged to think about your safety and support needs and to know your rights so please consider the following information and support.
- [UNSW Connection Scholarships](#), UNSW International Student Experience Unit: grants of up to \$1,000 to support initiatives that connect international students to each other, their faculty and UNSW.
- [Study Skills Support Program](#), Equitable Learning Services: facilitates academic skills development and time management for students registered with Equitable Learning Services (ELS).

Examples

We're almost halfway through this term! Here are some handy study and wellbeing videos to help keep you motivated:

- [Motivation Management](#), The Fridge: an introduction to ways of thinking about motivation—that is, psychological tools to manage your motivation.
- [Academic Skills consultations](#) with the UNSW SACS team: cover topics like essay & report writing, paragraph structure, clarity of expression and referencing
- [Work and Money](#), ReachOut: Resources to help you manage your money and deal with the ups and downs of work and jobhunting.

3 If you're interested in learning more about the Student Wellbeing Community of Practice contact the EF Team: ef@unsw.edu.au

With the mid-term assessment/exam coming up, here are some handy study and wellbeing videos to help you stay focused and keep connected.

- [Procrastination videos](#), MindSmart: Learn more about procrastination and some strategies for how you can get the job done.
- [UNSW Smarthinking](#): submit drafts of your writing to a Smarthinking tutor and receive comprehensive feedback on a variety of writing areas.
- [UNSW Connection Scholarships](#), UNSW International Student Experience Unit: grants of up to 1,000 to support initiatives that connect international students to each other, their faculty and UNSW.

Congratulations, you're halfway through this course! Here are some handy study and wellbeing videos to help you keep the momentum going:

- [Perfectionism videos](#), MindSmart: resources to help you manage the relentless pursuit of perfectionism.
- [ACON](#): We're here for community health, inclusion and HIV responses for people of diverse sexualities and genders.
- [Harassment and Discrimination](#), UNSW: If you have been assaulted, threatened, harassed or discriminated against you are encouraged to think about your safety and support needs and to know your rights so please consider the following information and support.

Late term

Resources

- [Work & Study Management](#), The Fridge: study and stress management tools
- [Wellbeing Management](#), The Fridge: strategies and tools to maintain and improve our well-being
- [Mindfulness](#) videos, MindSmart: resources on learning and practicing Mindfulness to help reduce stress and improve your concentration and memory function
- [Exercise and eating well](#), ReachOut: Exercising and eating well doesn't mean you have to take a vow of working out everyday and only consuming the right food. It's more about finding the right balance.
- [Sleep difficulty](#), UNSW CAPS: resources to help you get into good sleeping habits.
- [Time management](#), UNSW CAPS: six steps to time management success.
- [A soft murmur](#): online background noise generator designed to help you relax and focus – a helpful tool for study!

Services

- [UNSW Counselling and Psychological Services](#): We provide free and confidential telehealth and face to face counselling sessions to all students at UNSW

4 If you're interested in learning more about the Student Wellbeing Community of Practice contact the EF Team: ef@unsw.edu.au

- [International Student Advisors](#), UNSW International Student Experience Unit: speak with an International Student Advisor for support regarding personal issues, financial difficulties, student visas and academic difficulties.
- [Academic Skills consultation](#) with the UNSW SACS team: cover topics like essay & report writing, paragraph structure, clarity of expression and referencing
- [Special Consideration Adjustments](#), Equitable Learning Services: if you are experience a major event in your life that prevents you from completing your course assessment or sitting your exams you can apply for Special Consideration where you may be eligible for some flexibility to meet your course requirements

Examples

You're nearly there! Here are some handy study and wellbeing resources to help you get through the final weeks of term:

- [Work & Study Management](#), The Fridge: study and stress management tools
- [Mindfulness](#) videos, MindSmart: resources on learning and practicing Mindfulness to help reduce stress and improve your concentration and memory function.
- [International Student Advisor](#), UNSW International Student Experience Unit: speak with an International Student Advisor for support regarding personal issues, financial difficulties, student visas and academic difficulties.

The end of term can be tough. Here are some handy study and wellbeing resources to help you over the next few weeks:

- [Exercise and eating well](#), ReachOut: Exercising and eating well doesn't mean you have to take a vow of working out everyday and only consuming the right food. It's more about finding the right balance.
- [Sleep difficulty](#), UNSW CAPS: resources to help you get into good sleeping habits.
- [UNSW Counselling and Psychological Services](#): We provide free and confidential telehealth and face to face counselling sessions to all students at UNSW

Class is almost finished for the term. Here are some handy study and wellbeing resources to help you over the next few weeks and during the exam period:

- [Time management](#), UNSW CAPS: six steps to time management success.
- [Academic Skills consultation](#) with the UNSW SACS team: cover topics like essay & report writing, paragraph structure, clarity of expression and referencing
- [Wellbeing Management](#), The Fridge: strategies and tools to maintain and improve our well-being

Exams/Assignments/End of class

Resources

- [UNSW Smarthinking](#): submit drafts of your writing to a Smarthinking tutor and receive comprehensive feedback on a variety of writing areas.
- [Receiving Feedback](#) videos, MindSmart: Getting feedback can be a challenging and rewarding experience. The way you respond, in particular to improvement feedback, is a core life skill. How do you respond?
- [Guide to exams with less stress](#) videos, MindSmart: resources to help you prepare for and manage the stress around exams.
- [Growth Mindset videos](#), MindSmart: How we respond to setbacks and the challenges of uni life can determine whether we learn and grow or just stay the same. You can make the most of setbacks and challenges at uni by adopting a Growth Mindset.
- [Growing Your Psychological Flexibility](#), UNSW CAPS: learn about how you can grow your psychological flexibility and make the most of challenging situations.
- [Pomodoro Timer](#): Finding it difficult to concentrate during study? The Pomodoro technique aims to increase productivity by breaking down work into intervals (traditionally 25 minutes in length), separated by short breaks.
- [Study break exercises](#), University of Waterloo: long periods of sitting have been shown to be detrimental to both our physical and mental health – here are some exercises that can be done at or near your desk.

Services

- [Careers Skills consultation](#) with the UNSW SACS team: cover topics like career planning, resume & cover letter writing and interview preparation
- [Personalised English Language Enhancement](#), UNSW Arts & Social Sciences: credit-bearing course developed to help you to improve your communication skills in English.
- [Feeling anxious about your exam performance?](#) services at UNSW that you can turn to if you're stressed about your results, your academic standing or are just feeling particularly anxious
- [Academic Improvement Module](#), UNSW SACS: Are you below GOOD Academic Standing? Are you on Referral, Probation, Provisional Suspension or Exclusion? The Academic Improvement Module (AIM) is here to help you to get back on track.
- [24/7 Medibank Nurse Phone Service](#): For when you have a health question, or you're feeling unwell and want to chat to an expert

Examples

Here are some handy study and wellbeing resources to help you do your best in the upcoming exam/assessment and beyond:

- [UNSW Smarthinking](#): submit drafts of your writing to a Smarthinking tutor and receive comprehensive feedback on a variety of writing areas.
- [Careers Skills consultation](#) with the UNSW SACS team: cover topics like career planning, resume & cover letter writing and interview preparation
- [Receiving Feedback](#) videos, MindSmart: Getting feedback can be a challenging and rewarding experience. The way you respond, in particular to improvement feedback, is a core life skill. How do you respond?

Find time to give yourself a break this study period. Here are some handy study and wellbeing resources to help you study effectively and respond to challenges:

- [Guide to exams with less stress](#) videos, MindSmart: resources to help you prepare for and manage the stress around exams.
- [Growing Your Psychological Flexibility](#), UNSW CAPS: learn about how you can grow your psychological flexibility and make the most of challenging situations.
- [Growth Mindset videos](#), MindSmart: How we respond to setbacks and the challenges of uni life can determine whether we learn and grow or just stay the same. You can make the most of setbacks and challenges at uni by adopting a Growth Mindset.

Congratulations on finishing the course! If you didn't quite get the result you wanted, here are some resources to provide you with additional support for your future studies:

- [Feeling anxious about your exam performance?](#): services at UNSW that you can turn to if you're stressed about your results, your academic standing or are just feeling particularly anxious
- [Academic Improvement Module](#), UNSW SACS: Are you below GOOD Academic Standing? Are you on Referral, Probation, Provisional Suspension or Exclusion? The Academic Improvement Module (AIM) is here to help you to get back on track.
- [Personalised English Language Enhancement](#), UNSW Arts & Social Sciences: credit-bearing course developed to help you to improve your communication skills in English.
- [Receiving Feedback](#) videos, MindSmart: Getting feedback can be a challenging and rewarding experience. The way you respond, in particular to improvement feedback, is a core life skill. How do you respond?