

TOP TIPS ON STUDYING AT UNIVERSITY

SMART READING AND NOTE TAKING

Your reading lists will contain a wide range of books, articles and journals and it will be up to you to use them to find the information you need for the task you've been set. Make sure that you make a note of the full citation for your source and include page numbers for any key points, arguments and quotes. Get into the habit of summarising the material in your own words as it will help you to develop your understanding.

GET A GOOD BALANCE BETWEEN WORK, RELAXATION AND EXERCISE

Making sure that you have enough relaxation and sleep, as well as exercise will help you to concentrate and focus more effectively. Don't be tempted to burn the midnight oil in order to meet deadlines.

MAKE USE OF YOUR TUTOR'S OFFICE HOURS

Your tutor will have several slots set aside for undergraduates in their weekly schedule. Make use of this time if you have anything that you need to discuss with them.



MANAGE YOUR TIME WELL

You will have to take greater responsibility for your time than ever before, and will have to decide how to fit lectures, study, social life, clubs and activities into your week. You may find it helpful to have a timetable or study plan. This will help you to keep track of deadlines and also to make sure you have a good work-life balance - and avoid stress.



MAKE USE OF IT SUPPORT

Most universities will have IT support which can help you to find smart ways to organise bibliographies, access on-line information and save your work securely. Make use of it!



STEER CLEAR OF ESSAY WRITING WEBSITES

No matter how tempting it may be, don't use essay writing website or essay mills. Most universities will have plagiarism detection software and all of them will take a very hard line on plagiarism.

