

8 FURTHER HELP

In case of crisis:

All university courses are based, in part at least, on compulsory attendance of classes, and completion of written work. But of course, ill health (your own or your family member's), changing patterns of work, pregnancy, bereavement or other crisis may disrupt your life and your studies.

If you are unable to attend classes or complete written work you must contact someone immediately – your tutor, your department office or a student advisor. Follow up with a note to the tutor concerned.

If your difficulties are more long-term, make sure someone sympathetic is involved in helping you to work out how to cope with your studies. Your personal tutor or course leader may be the best person to talk to about this or someone in the student advisory service. You will need to know what the minimum requirements are for you to progress successfully. You may want to consider the option of taking some time out from your course and perhaps repeating part of it. This isn't failure – it's often a sensible way to continue your studies when a lot of work is missed.

You don't have to be in a crisis to seek help. Fellow students, tutors, and other staff such as student counsellors may all be supportive, as well as family or friends. They will help you to think afresh about problems and about better ways to cope.

Studying is a bit like a roller coaster, lots of ups and downs but it is worth it in terms of dealing with the stress of future professions!

SUGGESTIONS FOR OTHER SOURCES OF FURTHER ADVICE

There are numerous good guides to study skills in book shops and libraries. The following are a sample:

Barrass, R.	<i>Students Must Write: a guide to better writing in coursework and examinations</i>	Routledge, 1995
Bourner, T.	<i>How to Win as a Part-Time Student: a study skills guide</i>	Kogan Page, 1990
Bosworth, D.P.	<i>Citing your References</i>	Underhill Press, 1994
Cottrell, S.	<i>The Study Skills Handbook</i>	Palgrave, 1999
Crene, P. & Lea, M.R.,	<i>Writing at University: a guide for students research into Higher Education</i>	Open University, 1991
Good, S. & Jensen, B.,	<i>Students only Survival Guide to Essay Writing</i>	Orca, 1995
Honeycutt, J.	<i>Using the Internet</i> , 2nd edn.	Que Corporation, 1996
Jordon, R. B.	<i>Academic Writing Course</i>	Collins, 1990
Moor, C.	<i>Answer the Question: the secret of exam success</i>	National Extension College, 1981
Northedge, A.	<i>The Good Study Guide</i>	Open University Press, 1990
Rickards, T.	<i>How to Win as a Mature Student</i>	Kogan Page, 1992
Roberts, D.	<i>The Student's Guide to Writing Essays</i>	Kogan Page, 1999

'Moving On':

section 8:

FURTHER HELP

Web Sites:

Increasingly Universities and other academic institutions post study skills advice on their web sites. Here are a few examples: (like all web sites these addresses may become inactive).

- National Union of Students: <http://www.studentuk.com> (Click on 'Advice', the 'Academic Advice').
- Coventry University: <http://home.edu.coventry.ac.uk/downloads/index.htm> (Good practise guides on a wide range of study skills and personal development issues).
- University of Wolverhampton: <http://www.wlv.ac.uk/lib/systems/tipsweb.htm> (Study skills tip sheets on the range of issues).

Other Useful Publications:

Finance

The Department for Education and Employment (DfES) produces a number of booklets on funding for students in Higher Education. These are available from the Information Line 0800 731 9133 or web site <http://www.dfes.gov.uk/studentssupport/students.cfm>

Admissions

University & Colleges Admissions Service (UCAS), The Mature Students' Guide to Higher Education. Information mainly for prospective students. Also available on the internet at <http://www.ucas.ac.uk/index.html>

Careers

Association of Graduate Careers Advisory Services (AGCAS), Mature Students – The Way Forward. CSU, 1999

AND, LASTLY...

GOOD LUCK!