



Studying at University

TOP TIPS

1

KNOW YOUR STRENGTHS

Start thinking about how you learn best.
Apply metacognitive regulation.

- Develop a plan before approaching a task.
- Monitor your understanding & use 'fix-up' strategies when meaning breaks down
- Evaluate your thinking after completing a task..

2

MANAGE YOUR TIME

Prioritise tasks

- urgent, not urgent distractions.

Plan focused chunks of time.

- use tools and apps to help with focus.
- work at a time when you feel most alert.

Schedule your distractions

- plan regular short breaks.

3

ORGANISE YOURSELF

Plan out your week

- know what is coming up each week.
- create a schedule for yourself.

Plan backwards from your deadlines

- create an overview of your assignment deadlines.
- use an [assignment calculator](#).

4

UNDERSTAND ASSIGNMENT BRIEFS

Work out exactly what you are being asked to do before you get started.

Highlight key words in the question

'**Evaluate** the impact of the rise in **tuition fees** in student recruitment **in the UK**.'

5

STRUCTURE YOUR WORK

Good planning is vital to success.

Use planning tools to work out your structure.

Use one paragraph for one main idea.

Know what features make a good introduction and conclusion.

Use transition signals i.e. furthermore, to improve flow.

6

WORK WELL IN GROUPS

Work out roles

- clarify assessment tasks.
- ensure tasks are written down & know who is doing what.
- know each others strengths & weaknesses.

Establish ground rules

- decide how you are going to collaborate.