

PART-TIME STUDENT PACK
MAKING THE CONNECTIONS
FOR YOUR SUCCESS



ANY QUERIES REGARDING THE PART-TIME STUDENT PACK TELEPHONE 9514 1177

CONNECTING WITH HELP

TYPICAL PART-TIME STUDENT PROBLEMS

COPING WITH INCREASE IN WORKLOAD – JOHN'S STORY

John had been working for a couple of-years in an Accounts department. Although he was perceived as very competent he found that he was missing out on promotions because he did not have a degree. He decided to enrol in a business degree part-time to further his job prospects.

In March, John was offered the chance to temporarily replace an employee on maternity leave. The work experience would be very useful to him in terms of gaining promotion. Unfortunately the new position involved longer hours of work and on some evenings John would not be able to attend lectures. John spoke to his course adviser about his situation and found out what options were available. John thought a session with a university counsellor might help him with his decision.

John and the counsellor discussed his experience of work and study, the importance of taking the offered job opportunity and whether or not it was important to John to complete his degree as quickly as possible. They also discussed how John had been coping, whether he had time for any social life or recreation and whether he was suffering stress symptoms.

These are some of the options they discussed:

If John decided to continue with his current academic load and work it would-be important to obtain copies of missed lectures and discuss the situation with his tutor. Some subjects have a %-attendance requirement for tutorials. John would have to make sure he fulfilled these requirements.

As John was making his decision prior to the census date he would be able to reduce his academic load. He would not incur HELP debt for a subject withdrawn prior to the census date.

It would be important for John to make sure he was aware of the dates of all tests. If he would be unable to attend a test he should inform the lecturer in advance and try to make an alternative arrangement.

John realised he had some further questions he wanted to discuss with the counsellor but didn't have time to attend the counselling service. He arranged a telephone appointment.

Helpful people to contact if you have a problem related to your studies are lecturers, course advisers and, in certain cases, counsellors.

SKILLS FOR SUCCESS AT UNIVERSITY – JANE'S STORY

Jane was a 35 year old woman who had left school after year 10. Although she had proved herself very competent in her work as an administrative officer and had done several short courses connected with her job she felt concerned that she wouldn't have the skills and abilities necessary for success at university.

During her orientation program she learned to recognise that the determination, discipline and organisational ability which she had applied successfully to her job would be very important ingredients for success as a university student.

Jane was particularly concerned that she-would not know how to write academic essays and compared herself unfavourably with recent school leavers whom she imagined would have excellent academic skills.

Attending a short course in academic writing at ELSSA was very helpful in building her confidence. Jane was pleased to find that some ELSSA courses were offered in the evenings during vacation. An added bonus was that she met other mature age students there who had the same worries.

Once Jane started submitting work to her-lecturers she found that their feedback was very useful. Having the advantage of maturity Jane was not shy to approach her-tutors for assistance when she was having difficulties.

CONNECTING WITH STUDENT SERVICES

COUNSELLING AND ENQUIRIES



TELEPHONE COUNSELLING

If you are working and unable to attend the counselling service during working hours, telephone counselling is an option. However, face to face counselling is preferable if the issues need more careful attention or follow up.

Tel: **9514 1177** (City campus)

9514 5342 (Kuring-gai campus)

EMAIL AND FAX ENQUIRIES

Email communication is available for enquiries which need only straightforward informational answers. Email communication with Student Services is not appropriate for confidential material.

Student.services@uts.edu.au

You may also make enquiries by facsimile when there is paper work involved.

Fax: **9514 1172**

APPOINTMENTS OUTSIDE BUSINESS HOURS

Counsellors are available Monday to Friday, 9.00am to 6.00pm, every day except Friday when availability is 9.00am to 5.00pm. In addition, some counsellors offer evening appointments after 6.00pm

STUDENT SERVICES UNIT

Location

Tower Building
Level 6 (CB01.6)

MAKING CONNECTIONS

WITH FACILITIES/RESOURCES AT UTS

Useful information on courses and other university matters can be found in Faculty Handbooks:

www.handbook.uts.edu.au

UTS Calendar:

www.handbook.uts.edu.au/cal/

Union Diary: A to Z section, lists services, resources and facilities.

Student help web site:

www.studenthelp.uts.edu.au

STUDENT CENTRES

The staff of UTS Student Centres will provide general student administration information and advice to any UTS student or staff member, and specific administration services for the students and staff of the faculties nearby. Services provided by the student centres include:

- > Subject and course information
- > Enrolment enquiries
- > Study plan enquiries
- > Class allocation enquiries
- > Recognition of prior learning and subject substitution applications
- > E-Requests
- > Leave of Absence and concurrent study applications
- > Exam related and academic progress applications
- > Progression and academic caution matters
- > Graduation list preparation

LOCATIONS

City campus - Building 1

Communication, and Engineering

Level 4 (near the main entrance off Broadway)

15 Broadway Ultimo, NSW 2007

City campus - Building 10

Education, Nursing Midwifery and Health, and Information Technology

Level 2, 235 Jones Street
Ultimo, NSW 2007

City campus - Building 6

Design, Architecture and Building, and Science

Level 4, 702-730 Harris Street
Ultimo, NSW 2007

City campus, Building 5 - Haymarket

Business and Law

Block C, Level 1, Block B, Level 5
Cnr Quay Street and Ultimo Road
Haymarket, NSW 2000

All Kuring-gai students

Building 1, Level 5, Eton Road,
Lindfield, NSW 2070

<http://www.uts.edu.au/students/centres.html>

UTS BELL PROGRAM: Log on to Success

The UTS BELL Program offers a range of classes, courses, modules and workshops which will help you to acquire some of the essential skills for effective learning – now and for the future. Includes ‘accessing information’, ‘writing and speaking’, ‘referencing guide’, ‘being ethical’ and ‘mastering mathematics’.

Visit the BELL website for more information and for updates on the latest developments!

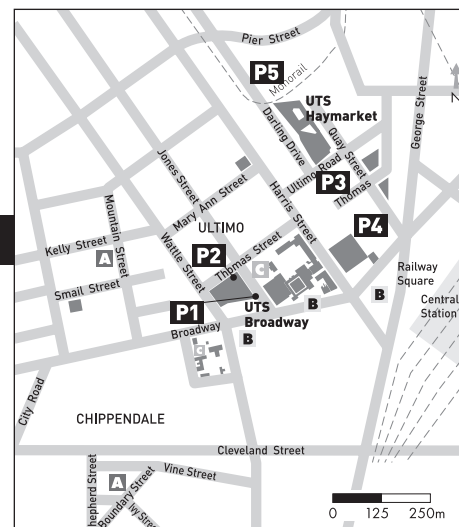
www.bell.uts.edu.au

U:PASS

(UTS Peer Assisted Study Success)

U:PASS (UTS Peer Assisted Study Success) is a program which assists students with subjects that are perceived as difficult or have a historically high failure rate.

CITY CAMPUS MAP



P1 UTS Public Car Park

P2 UTS Public Car Park

P3 Car Park Ultimo/Quay St

P4 Her Majesty's Theatre Car Park

P5 Wilson's Car Park

Hourly group sessions are run for selected subjects and are designed as an additional resource for learning alongside lectures and tutorials. U:PASS sessions are run by trained students called Peer Leaders, who have previously performed well in that particular subject and have a good overall academic record.

Website: www.ssu.uts.edu.au/peerlearning/about.html

PARKING

Student discounts are offered at the following car parks:

UTS Public Car Parks, Jones St. by Building 10 and Thomas St off Jones St.

Her Majesty's Theatre Car Park, entry via Thomas St. off Quay St.

Car Park, cnr. Ultimo and Quay St.

Wilson's Car Park, via Darling Drive (near Entertainment Centre)

COMPUTING

See ITD flyers on Computing facilities @ UTS (contains information on locations and hours of operation of ITD computer labs) and UTS Email and Lab Access Account, included in pack.

FACILITIES/RESOURCES AT UTS

UTS:LIBRARY 2010

The University Library provides services through two campus libraries, the Blake Library (City Campus) and the George Muir Library (Kuring-gai Campus), as well as online.

GETTING STARTED

For detailed and current information about Library services, resources and facilities visit the UTS Library website www.lib.uts.edu.au

For opening hours, locations, guides and maps visit www.lib.uts.edu.au

→ About UTS Library

→ Location, maps & opening hours

We encourage you to subscribe to our monthly email bulletin for up-to-date information about Library services, resources, facilities, training sessions, and other activities of interest. To subscribe, go to the Library homepage and select the 'Bulletin sign-up' button located in the right hand menu.

Tours and workshops

UTS Library offers a range of Library tours, workshops and tutorials to help you succeed in your studies at university. Visit the website to find out about the many Library services and facilities available to you. For more information about times and locations for Library workshops, tours and tutorials visit:

www.lib.uts.edu.au

→ Students

→ Discover your Library

→ Tours & workshops, and

www.lib.uts.edu.au

→ Students

→ Discover your Library

→ Online tutorials

GETTING CONNECTED

www.lib.uts.edu.au

The UTS Library website is your primary source of electronic information. Available 24 hours a day, it provides access to the Library Catalogue, over 28,000 full-text journals (unique titles), databases containing thousands of articles, ebooks, lecture notes and articles on your reading lists as well as UTS past exam papers.

You can access these resources on workstations in the campus libraries, in computer labs on campus, and from any computer with Internet access.

Access to most resources is restricted to UTS staff and students. To access these resources from both on and off-campus, you will need to activate your UTS webmail username and password. For more information about online access visit

www.lib.uts.edu.au

→ Online access or ask at the Research Help Desk within the Library.

Catalogue

The UTS Library Catalogue lists all the material held by the UTS Library, including books and journals (including e-journals). Audio-visual recordings can be accessed from any computer connected to the Internet.

The UTS Chinese Catalogue and catalogues of other Australian and international libraries are also accessible via the UTS Library website.

Open Reserve and eReadings

www.lib.uts.edu.au

→ Students

→ My Subject Resources

Open Reserve and eReadings are collections of high-demand materials selected by lecturers and arranged by subject number or lecturer.

Open Reserve includes library books, DVDs / videos, recent issues of journals as well as lecturers' personal copies of books.

eReadings includes lecture notes, journal articles and book chapters in electronic format.

Electronic databases

www.lib.uts.edu.au

→ Databases

Library databases give you access to over 28,000 full-text electronic journals (unique titles). Databases can be searched by both title and subject.

SuperSearch

www.lib.uts.edu.au

→ Students

→ Finding information

→ SuperSearch

SuperSearch is a portal to online resources provided by UTS Library which enables you to establish a personal list of your favourite resources, search across several databases simultaneously and set up alerts.

Study guides

www.lib.uts.edu.au

→ Students

→ My subject resources

→ Study guides

Designed to give a quick introduction to the best resources in a subject area, online study guides list useful terms for a catalogue search and the most relevant journal databases, web directories and reference material.

FACILITIES/RESOURCES AT UTS

BORROWING

www.lib.uts.edu.au

→ **Students**

→ **Borrowing & membership**

Information about how many books and AV items you can borrow and for how long is available on the Library website.

You will also find information about where to return Library items, fines, recalls, and how to request books out on loan to another borrower.

MyLibrary: managing your borrowing record online

You can access your borrowing record by signing in to MyLibrary directly from the Library homepage.

With MyLibrary you can check online what items you have on loan and when the items are due for return. You can then renew items you wish to keep longer.

BONUS+

BONUS+ is a collaborative project involving several Australasian university libraries. If the book you need is not available at UTS, you can search the BONUS+ catalogue which gives you access to over 3 million books from the collections of participating libraries. You can then request the book and have it delivered to UTS for you to borrow. For Australian universities, you can expect delivery in 2 to 4 working days.

Borrowing from other university libraries

www.lib.uts.edu.au

→ **Students**

→ **Borrowing & membership**

→ **Membership**

→ **Membership at other libraries**

UTS students may borrow in person from any university library in Australia under the University Library Australia (ULA) scheme. More information on ULA and other institutions where you can borrow, as well as details about how to arrange borrowing rights is available on the website.

REFERENCE SERVICES AND ASSISTANCE

Library staff are available at each campus library to answer your questions. Staff at the Enquiries and Loans Desk will help you:

> find your way around the Library

> locate books and exam papers

> borrow books

> find other UTS Library services

> use other libraries

Staff at the Research Help Desk will show you how to find books, journal articles and other information you need by accessing the Library Catalogue, journal and citation databases and Internet search engines.

Rovers

Rovers are UTS students who can assist with IT tasks including activation of email, logging on to computers and using the Library website. They will also help you search the UTS Library Catalogue and find an item on the shelves. Rovers are available in the Blake Library (City Campus) — you can recognise them by their orange T-shirts.

Online help

www.lib.uts.edu.au

→ **Students**

→ **Need help?**

You can email the Library any questions you might ask in person at the Research Help Desk. You will receive an email response within one working day.

Information Services Librarians

About UTS Library → Corporate information → Staff directory → Information Services Librarians

Information Services Librarians are subject specialists and will help you with your advanced information needs.

FACILITIES/RESOURCES AT UTS

POSTGRADUATES-RESEARCH DEGREE STUDENTS

Refer to the package sent to you by the University Graduate School.

A seminar series will be held during the year for you.

Web based resource STAR (Skills to Advance your Research) at www.star.uts.edu.au

STUDENT SERVICES UNIT

Careers Service

The Careers Service website and noticeboards advertise part-time, casual and full-time jobs. Students can phone or visit the Careers Service for career counselling.

Workshops on job search strategies, resume writing and interview skills are run regularly. There is a resource centre with information, DVDs and a computer database of employers and publications. Campus Recruitment Activities include Information Sessions and Careers Fairs.

The Careers Service office is located at the City Campus, Tower Building, Level 3 (CB01.3.07) and office hours are:

Mon, Tues, Fri 9.00am – 5.00pm

Wed, Thurs 9.00am – 6.00pm
(during semester)

Website: www.ssu.uts.edu.au/careers

Email: careers@uts.edu.au

Tel: 02 9514 1471

Fax: 02 9514 1474

Counselling Service

Counsellors are available by appointment.

Counsellors help with personal (relationship and family difficulties, personal crises, depression, anxiety and other stress related problems), administrative (leave of absence, special consideration, course or subject

withdrawal) and learning related issues (enhancing motivation, managing time efficiently and assisting with exam anxiety).

Counsellors can also help if you are thinking of dropping out, seeking special conditions and accommodations, are on academic caution, or appealing exclusion.

Counsellors are sensitive to specific issues related to students' background (e.g. indigenous, cultural diversity) or preferences (e.g. religious, sexual).

Mon – Thurs 9.00am – 6.00pm,
Fri 9.00am – 5.00pm. In addition some evening appointments are offered.

Website: www.ssu.uts.edu.au/counselling

Tel: City campus 9514 1177

Kuring-gai campus 9514 5342

City campus, Tower Building Level 6 (CB01.6)

Special Needs Service

The Special Needs Service is the central contact point for students with disabilities and ongoing illnesses.

The Service also provides a range of services for individual students. These include notetaking, sign language interpreting and equipment loans. The definition is broad and includes learning disabilities such as dyslexia, anxiety disorders and mobility, vision and hearing impairments. If you have a condition that affects your studies it is worth asking Special Needs for advice.

The Service also provides assistance for students admitted through the inpUTS Special Admissions.

The Service offers face to face and telephone appointments.

Website: www.ssu.uts.edu.au/sneeds

City campus
Tower Building Level 6 (CB01.6)
Tel: 9514 1177

Kuring-gai campus
Near main entrance (KG01.5)
Tel: 9514 5342
Email special.needs@uts.edu.au

Academic Liaison Officers

Academic Liaison Officers (ALOs) are academic staff in each Faculty who assist three groups of students:

- > Students with disabilities and ongoing illness
- > Students who have difficulties in their studies because of their family commitments (e.g. if you are the primary carer for small children or a family member with a disability).
- > Students admitted through inpUTS Educational Access Scheme and Special Admissions.

Students with disabilities are encouraged to see the Special Needs Service before they see their ALO.

Students whose studies are disrupted by their carer responsibilities are encouraged to contact their ALO as soon as they are aware they are likely to need assistance.

www.ssu.uts.edu.au/sneeds/services/assessment/index.html

Financial assistance

The Financial Assistance Coordinator helps with financial aspects of student life such as Centrelink benefits, budgeting, student tax information and consumer rights information.

Interest free loans (usually \$500) and other assistance is available to students facing financial difficulties.

Mon – Fri 9.00am – 5.00pm

Website: www.ssu.uts.edu.au/fassist/

Tel: City campus 9514 1177

Kuring-gai campus 9514 5342

City campus
Tower Building Level 6 (CB01.6)

PART-TIME STUDENT PACK

FACILITIES/RESOURCES AT UTS

Health Service

ABOUT US: The UTS Health Service provides friendly and confidential medical services for all students.

FEES: On presentation of your current Medicare or Medibank Private card the doctor's consultation is of no cost to you. For all other insurance holders, the Health Service offers competitive prices for doctor's consultations.

Vaccinations and some other items are not rebatable on Medicare.

LOCATIONS AND OPENING HOURS:

Broadway campus

Tower Building 1, Level 6 (CB01.06.01)

Monday to Thursday, 8:30am – 6:00pm

Friday 8:30 - 5:00pm

Ph: **9514 1177**

For more information visit our website at www.ssu.uts.edu.au/health/

University Housing Service

Students can view accommodation options including UTS residences at the University website www.ssu.uts.edu.au/housing.

The Listings Service is an option when seeking private rental accommodation and can be viewed at the same website, see the link Listings Service. A noticeboard, listing the available accommodation is in the UTS Housing Service office for student use. Short term accommodation is available for students at the UTS Housing website at the Temporary Accommodation link.

Tel: City Campus 9514 1529

website: www.ssu.uts.edu.au/housing

Location: Tower Building Level 3, Suite 308 (CB01.3)

Meditation / Prayer Room

Available 24 hours / day. Level 3, Building 2.

PEER NETWORK

The Peer Network is a voluntary group of experienced UTS students, from diverse local and international backgrounds who have demonstrated good communication skills, a passion for meeting new people and an interest in developing leadership skills. By participating in Orientation activities, the Peer Networkers assist new students to make the adjustment to university life.

Throughout the semester Peer Networkers are involved in a range of student life programs and events and play a key role in improving the UTS student experience.

Want to get involved?

You can enhance your own career prospects! Employers often look for applicants who can demonstrate their skills in communication, team work and leadership. As a Peer Networker you will receive training in these areas, a certificate of participation in the program, and a reference from the Vice-Chancellor as a thanks for the contribution you make to the UTS community.

New Peer Networkers are usually recruited twice a year in May and October. If you would like to be involved in the Peer Network and future Orientations go directly to the Peer Network website to express your interest.

Website: www.ssu.uts.edu.au/peernetwork

NETWORK CAFÉ

The Network Café programme matches new students from overseas with experienced UTS students to 'answer questions', 'share tips on local culture', 'practice new language skills', or 'just hang out'

Website: www.ssu.uts.edu.au/networkcafe



CONNECT ELECTRONICALLY AT UTS

USEFUL WEBSITE ADDRESSES

STUDENT INFORMATION

www.uts.edu.au/onestop/studentadmin

STUDENT SERVICES UNIT

www.uts.edu.au/div/ssu

UTS STUDENT HELP WEB

www.studenthelp.uts.edu.au

SHUTTLE BUS TIMETABLE

www.uts.edu.au/about/mapsdirections/shuttle

ELSSA – STUDY SKILLS

www.elssa.uts.edu.au

LIBRARY SERVICE

www.lib.uts.edu.au

CAREERS SERVICE

www.ssu.uts.edu.au/careers

HOUSING SERVICE

www.ssu.uts.edu.au/housing

SPECIAL NEEDS SERVICE

www.ssu.uts.edu.au/sneeds

COUNSELLING SERVICE

www.ssu.uts.edu.au/counselling

COUNSELLING SELF-HELP RESOURCES

www.ssu.uts.edu.au/counselling/self/index.html

HEALTH SERVICE

www.ssu.uts.edu.au/health

FINANCIAL ASSISTANCE

www.ssu.uts.edu.au/fassist

STAR (SKILLS TO ADVANCE YOUR RESEARCH)

Web based resource for postgraduate research degree students

www.star.uts.edu.au

IT PURCHASING

www.bits-pcs.uts.edu.au

GOVERNMENT FEES, LOANS AND SCHOLARSHIPS

www.goingtouni.gov.au

CENTRELINK

www.centrelink.gov.au

EQUITY AND DIVERSITY UNIT

www.equity.uts.edu.au

WORK, STUDY AND CARERS' RESPONSIBILITIES POLICY

www.equity.uts.edu.au/help_staff/carers.html

UNION ACTIVITIES, CLUBS AND ENTERTAINMENT

www.utsunion.uts.edu.au

UTS PUBLICATIONS – FACULTY HANDBOOKS, UTS CALENDAR AND OTHER USEFUL INFO.

www.uts.edu.au/div/publications

SPORTS AND FITNESS CENTRE

Regular exercise increases mental alertness and stamina and is important for-stress management

www.utsunion.uts.edu.au

THE STUDENT OMBUDS OFFICE

www.uts.edu.au/oth/ombuds

STUDY SKILLS AND STRESS MANAGEMENT

www.mindtools.com

www.ssu.uts.edu.au/counselling/self/stress.html

www.ssu.uts.edu.au/counselling/self/index.html

UTS BELL (BEING AN EFFECTIVE LIFELONG LEARNER) PROGRAM

Offers a range of classes, courses modules and workshops which will help you acquire some of the essential skills for effective learning-now and in the future

www.bell.uts.edu.au

SECURITY SERVICES

www.fmu.uts.edu.au/security/

UTS EVENTS CALENDAR

www.events.uts.edu.au

U:PASS

www.ssu.uts.edu.au/peerlearning/about.html

NETWORK CAFÉ

www.ssu.uts.edu.au/networkcafe

TIME MANAGEMENT

HINTS FOR BUSY PEOPLE

- > Plan to return your telephone calls all together during a particular time period when you don't want to study. Use an answering machine when you don't want to be disturbed.

- > Make sure you are terminating longwinded, unwanted telephone calls.

- > Some sacrifices of social life will be necessary. Think about which situations you are prepared to sacrifice and which are important for you to maintain.

- > Limit TV to programs you really want to watch.

- > Use any available small periods of time e.g. revise material on index cards while travelling, listen to study material on cassette while doing other routine things, read a relevant book on the train.

- > As soon as you have information on due dates for tests, assignments, presentations and job related tasks etc. plan your semester's study. Start tasks early enough to get first choice of library resources and to complete task without panic.

- > Make sure you know about time saving library resources, such as databases and full text resources.
www.lib.uts.edu.au

- > Form your own study group to share resources and discuss academic material. Learning and memorising of academic concepts can be enhanced by discussion with fellow students. A few minutes group discussion after a lecture is an effective form of time management because it cuts down on the time you would spend alone mastering the topic.

- > Delegate tasks at home and work where this is possible.

- > If you would like to take recreational leave from work before exams make sure you plan ahead and put in your application early enough to ensure success. (See information on negotiating with employers)

STUDY AND RELATIONSHIPS

JUGGLING YOUR TIME

Supportive family and friends are very important aids to successful study. Inevitably some study time will have to be taken from what was family time. It helps for the family to understand this before the student commences study. However, even supportive partners and friends who want to be encouraging to the new student may find themselves, at times feeling sad or resentful. The student will have less time for them. Furthermore, there may well be more demands on the non-studying partner to take over domestic chores and child-care.

Children may also have a hard time understanding why a parent suddenly has less time to play games, appears to be hurrying him/her to bed, or just seems more stressed or irritable.

Some students find that they experience difficulties when:

> partner begins to resent that study is taking time away from 'couple' activities.

"My wife became very irritated with having to bear the brunt of all the chores and child care while I was studying. Eventually I decided I would have to reduce my academic load"

> Partner feels jealous and threatened by university, fearing that his/her partner will grow away or lose interest in him/her.

> Children's needs conflict with study needs

"Linking with other mothers to share child care and support from relatives have been vital in giving me the time I need to study"

> Friends miss the time the student used to be able to give them and express their resentment.

"For the first few weeks of semester my husband missed my company after dinner, then he decided to take up an evening class of his own, which means that now we both have evening study to do."

> Friends or relations make guilt inducing remarks about the importance of being at home for the family.

"I certainly had to cut down on parties when I went back to study, but I sure became more stimulating company for my friends"

Communication

Good communication goes a long way to solving many of these problems. Speak to your partner about your experience of study and encourage him/her to raise any worries or difficulties that he/she is facing. Getting additional support from extended family or friends can help in relieving the non-student spouse at a practical level.

"I always made a point of discussing the exciting things I learned at Uni with my partner."

"Studying and having young children was a big challenge. My partner and I had to work to get the balance right so we could still enjoy each other and our family. At times I had to withdraw from subjects and take leave from the course. Anyway I did get through in the end and had a good family life"

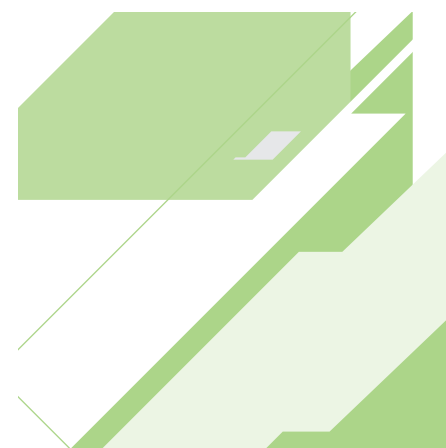
There will of necessity be less time to spend 'as a couple' but making sure that the time spent is of high quality is important. Try not to bring study worries into family time so that you can get a good rest from study and the family can enjoy the time you have available for them.

Many new students are unsure how many subjects to take when the first enrol. A very general rule of thumb is that for every hour of tutorials and lectures there is a minimum of one hour follow up study. If you find that you can't cope with study and the other demands in your life it may be that you've taken on too many subjects. Students can withdraw from subjects before the HECS/PELS census date and even after this time if they have good reason and supporting documentation from a counsellor or other appropriate professional.

Counselling

While many relationship problems can be resolved by having a good chat with the person involved, in some cases you may prefer to seek professional help. University counsellors are happy to talk to you about any adjustment difficulties you or your family are experiencing.

"My partner needed a lot of reassurance that I was still interested in him after I started studying. His insecurity became a real problem and eventually we had to see a relationship counsellor"



EMPLOYMENT AND STUDY

JUGGLING YOUR TIME

In an age of lifelong learning, juggling work and study will become the standard for many people. Employers who wish to retain good staff also know that many of their employees may be studying to maximise their career opportunities. Nevertheless it is a two edged sword for most employers and so it is best for you to take charge of the juggling from the outset so that your employer remains positive about your study. The following hints may be of assistance:

- 1 Find out when all assignments and exams are due and if you are entitled to leave or decide to use some recreation leave, schedule those days or half days in ahead of time.
- 2 Read all subject information carefully, so-that you don't get caught with a time consuming task that needs planning.
- 3 Organise tutorial times as early as possible so that you have a choice that best suits your timetable.
- 4 Access library resources as soon as you get an assignment so that you don't suffer the frustration of having to wait for resources when your time is limited.
- 5 Allow some time to be at the University to do administrative work or to speak with lecturers.
- 6 If appropriate, link assignments with work interests to maximise use of time and indicate relevance of study.
- 8 Be aware that sometimes work demands interfere with study. Ensure that you stay in contact with your lecturers/tutors about such times and negotiate leeway with deadlines if necessary.
- 9 Find out from your lecturers what flexibility arrangements may already exist within a particular subject.
- 10 Remember that even with the best intentions and management, juggling study and/or work and/or family may prove too difficult. Assistance is available through Student Services to try and work through your issues or you may need to-use leave of absence or subject withdrawal/ late withdrawal options.

