

KING'S
COLLEGE

Successful Transition to Tertiary Study



QUICK TIPS FOR
STUDENTS

7 DIFFERENCES BETWEEN SCHOOL AND UNI



1. UNI COSTS MORE

It pays to work hard at uni as failing a paper means you're wasting your money. Lots of students have part time jobs or use Studylink to help them out financially. And there are plenty of scholarships available to school leavers.

2. YOU HAVE TO BE MORE PROACTIVE

Our students tell us that the more you get involved with uni life, the more you get out of it. This applies to the social side of life with clubs, sport teams and so on, and also to getting help when you need it. Lecturers are available to provide extra help for example, but they won't track you down to offer it – it's up to you to be proactive and ask when you need it.

3. LECTURERS WON'T CHASE YOU IF YOU'RE LATE WITH ASSIGNMENTS

The responsibility for getting things in on time rests on your shoulders - and so do the consequences if you don't.

4. YOUR DAY IS STRUCTURED DIFFERENTLY

Your uni classes are at different times and you may have several hours break between them. You may also spend less time in class than you did in school depending upon what you study.

5. THE 40 HOUR WEEK

At uni you'll normally do four papers per semester, which means eight per year. We recommend allocating 10 hours per week to each paper, including class time. In this sense uni is closer to working life in that it is around a 40 hour week.

6. THE UNI YEAR IS MUCH SHORTER THAN THE SCHOOL YEAR

Uni normally consists of two 12 week semesters, plus exam times. While this means the uni year is shorter than the school year, it tends to be more intense.

7. BUT WAIT...THERE'S MORE!

If the above all sounds a bit serious you should also remember that there's no uniform and the holidays are longer!

WHAT TO EXPECT IN THE FIRST TRIMESTER

THERE WILL BE UPS AND DOWNS!

Get prepared

»»
APPLY ON TIME
(SEE PAGE 30)

»»
GO TO
ORIENTATION

MAKE AN
EFFORT TO MEET
PEOPLE

February–March

THE FIRST
WEEKS OF STUDY

REALITY

- New challenges and experiences
- Living away from home, new country, culture, language and lifestyle
- Being independent
- Meeting new people
- Worrying about skills and new courses
- Feeling homesick

PREPARATION AND SUPPORT

- Find your way
- Find out about student services at Victoria
- Plan study routine
- Check the free Student Learning workshops available
- Check course outlines
- Make course changes by end of week 2
- Meet faculty staff
- Have fun and make friends
- Treat study like a job

April

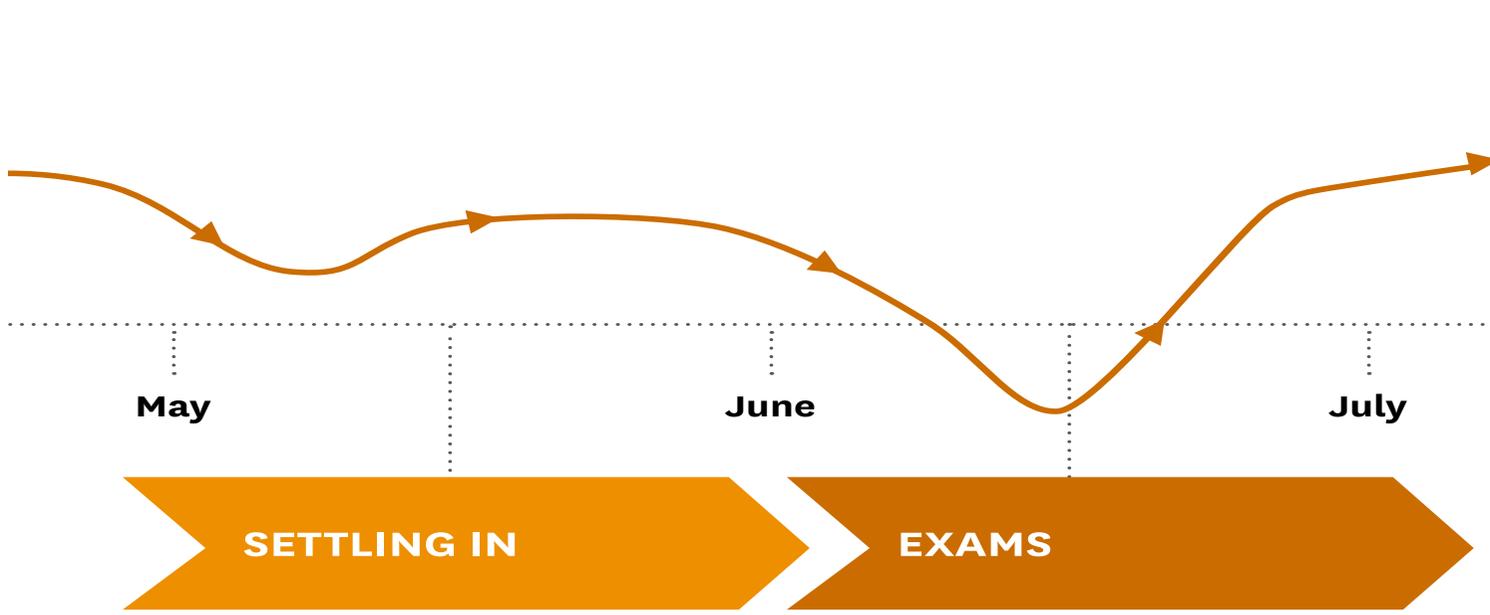
SIX-WEEK DIP

REALITY

- Struggling with the new environment
- Course doubts—can I do this?
- Pressure, high workload, assignments due
- Do I need to upskill?
- Handling new relationships, living situation and homesickness
- Possible health issues
- Money issues

PREPARATION AND SUPPORT

- Take action
- Get learning advice—tutors, Student Learning advisers, workshops
- Get advice—budgeting, personal, health, student finance adviser, Mauri Ora, Victoria International
- Plan how to use the mid-trimester break



CELEBRATION!



THE END OF THE FIRST TRIMESTER

REALITY

- Celebrate and/or reflect on the first trimester
- Confirm courses for next trimester
- Enjoy the break—travel home, explore Wellington, travel New Zealand

PREPARATION AND SUPPORT

- Get course advice from faculty if adjusting programme
- Enjoy the mid-year break—catch up with friends
- Get mentally ready for next

May

June

July

SETTLING IN

EXAMS

REALITY

- New strategies support a more proactive study routine
- Excitement about social and academic life at university

PREPARATION AND SUPPORT

- Keep seeking help/workshops if needed
- Balance study/work/socialising/sleep/eating and exercise
- Check budget regularly

REALITY

- Self-doubt as students hit 'crunch time'—final assessments and exams
- Stress, pressure and worry
- Possible health worries

PREPARATION AND SUPPORT

- Check exam details
- Attend exam preparation workshops at Student Learning
- Look after health and wellbeing—eat, sleep, exercise
- If stressed, students can seek confidential help at Mauri Ora or Victoria International
- Think and act positively

» Mid-trimester: Time to take stock, catch up and get sorted for the second half of the trimester. This is not a holiday, but time to study without lectures and tutorials.

Study Tips for New Students

Being a successful student means being able to maximize your own performance in the various kinds of assessment you will meet. Therefore as you go about your studies, it is worth spending time ensuring you study effectively. Successful learning involves wanting to learn, needing to learn, learning by doing, learning from feedback and making sense of what has been learned. Ultimately it is not how much you know, but how well you show what you know in exams and in coursework assessments that will determine your success.

Make the most of the opportunities for personal and academic growth during your student experience.

Know your way around campus

Come early. Wander and explore! Find your departments'/Faculty offices, notice boards; toilets; lecture theatres; food places, library and bookstore.

Do a library course

This can save a great deal of time and energy later on especially when assignments are due. These are usually run during orientation week but contact the library information desk for more details.

Treasure the COURSE OUTLINE from each of your courses

This usually contains all the vital information essential to your success. Note your obligations; due dates for assignments; term requirements; Department requirements; contact and tutor names and locations; lecture outlines/programme.

Buy a Year Planner and use it

These are an invaluable tool to help you plan your semesters. Put in all relevant dates – semester breaks, test and assignment due dates, exam dates..... It will give you a visual picture of what is coming up and help prepare you.

Make contact with your Department/Faculty

Know the people and the places..... they are your lifeblood. They, along with your fellow students, are your learning networks.

Establish a study routine early on

University has lots of unstructured time and this can mislead you to think that you have more time than you actually have. Try to work on the basic principle of one hour contact needs two hours additional study. Be flexible but be firm about your commitments. It's very hard to catch up from behind.

Communicate your commitments and work schedule to those you live with – families, friends and flatmates need to know how hard you work and realise this is a serious job you are doing.

Find social places and activities to balance the study side of life

University has heaps to offer – cafes, seated areas, lawn space, clubs and social events via the Student Union and physical activities through the Recreation Centre.

Make a contact/acquaintance/friend in every tutorial

This can reduce the isolation of study on a large campus. Working with others provides a valuable opportunity to enhance your learning through discussion, feedback and even lead to study groups which are a permanent commitment to working together, sharing the load and developing greater understanding.

Take advantage of any opportunities for extra help

Talk with your Department or tutor for advice. Student Learning provides drop-ins and appointments to guide you in your academic writing, study and maths.

Seek help early

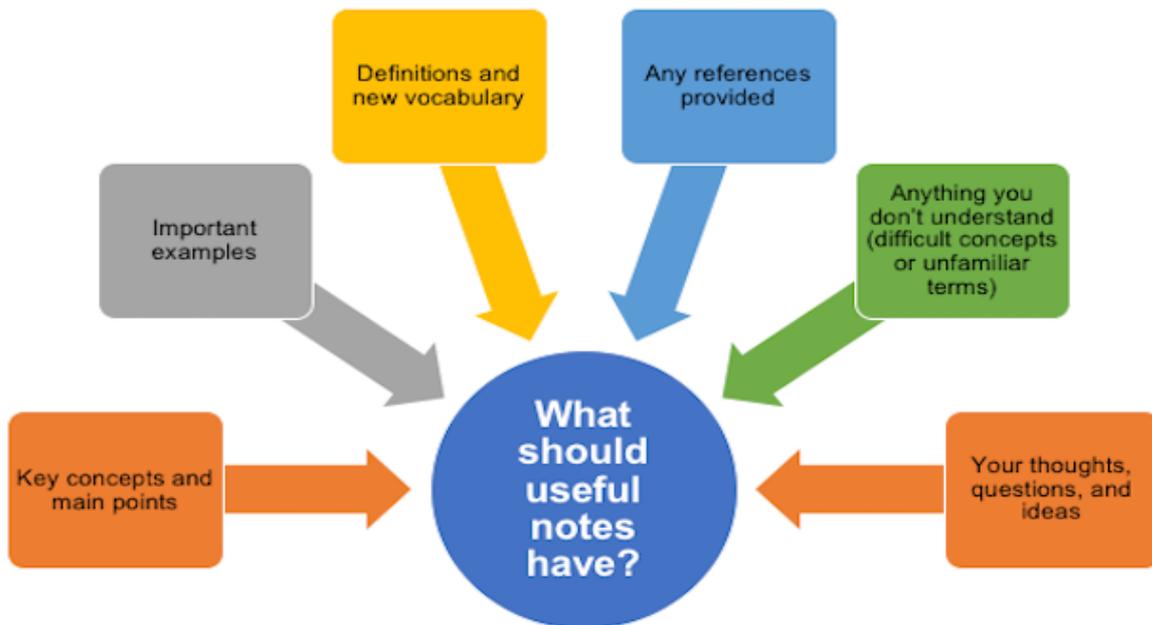
For any subject related problems see the course coordinator in the subject area concerned or your tutor. To remedy or develop your skills eg. Writing, language, maths and statistics, presentations, learning or study skills, reading and research – Student Learning Centres offer FREE workshops on all of these.

Know what is available on campus

All universities provide student services in CAREERS, ACCOMMODATION, COUNSELLING, HEALTH, FINANCE, DISABILITIES and LEARNING SUPPORT. Ask if you need help.

Listening and Note-Taking Strategies

Taking effective notes in lectures and tutorials is an essential skill for university study. Good note-taking allows a permanent record of key information that you can integrate with your own writing, and use for exam revision. Taking reliable, accurate notes also reduces the risk of plagiarising. It helps you distinguish where your ideas came from and how and what you think about those ideas.



Six good reasons to take notes

- Notes are a useful record of key information, and the sources of that information.
- Notes inscribe information kinesthetically and help you remember what you heard.
- Taking notes helps you to concentrate and listen effectively.
- Selecting what to note down increases your understanding.
- Notes create a resource for exam preparation.
- Notes taken in classes often contain information that can't be found elsewhere.

Taking notes vs listening: which is more important?

You'll get most out of lectures if you do both, but don't focus on getting everything down to the extent that you miss what the lecturer is saying—remember that actively listening and thinking are what is important.

Lecture slides are usually an outline of the lecture content. They guide your listening and help you identify the key topics and concepts. Take note of what appears on them, but don't

confine your note-taking to simply copying it. The information is usually very limited compared to what the lecturer says, so it's more effective to listen to the lecture and take notes from that. Most lecturers make their slides available before class, so print them out and take additional notes in the lecture.

Before the Lecture: Be prepared

- Preparation before the lecture provides the background knowledge you need to be an effective listener and an effective student.
- Know what the lecture will be about. Check the course outline for weekly topics.
- Do any required pre-reading.
- If lecture slides are available before class, download them.
- Review notes from previous lectures.
- Set up notebooks/ documents for note-taking.
- Arrive on time and sit near the front - in order to take good notes, you need to hear and see clearly.

During the Lecture: Strategies for effective note-taking

Concentrate and pay attention

Arrive prepared to actively listen and learn, and to think critically. Analysing and questioning the information helps you to focus and understand what you hear.

Don't try to write down everything being said

Be selective—you don't have to transcribe the entire lecture. Effective listening note-taking involves recognising key concepts and identifying and selecting what is relevant. Listen for the overall argument and note the main points and key information.

How can I recognise what is important?

- Distinguish between main points, elaboration, examples, 'waffle' and new points by **listening for**:
 - introductory remarks. Lectures often begin with a useful overview of the key ideas or themes of a particular topic. This helps you grasp the 'big picture'.
 - verbal 'signposts' that indicate something important is about to be said. Lecturers often signal key information with phrases like: "There are four main aspects", "This is important..." or "To sum up".
 - repetition. Important points will often be repeated, especially in introductions and conclusions.
 - phonological cues (voice emphasis, change in volume, speed, emotion and emphasis) often indicate important information.
 - final remarks. Most lectures conclude with a summary, a restatement of the main ideas and an indication of how the topic connects with upcoming material.

- **Look for:**
 - non verbal cues (facial expressions, hand and body signals) that indicate something important is being said.
 - visual cues (note what is on the visuals, note references to names and sources)

After the Lecture

To get the most out of your notes it's important to review and re-engage actively with them several times.

Review your notes while the lecture is fresh in your mind. Reviewing helps you remember what was said, builds up your understanding, and helps identify gaps in your knowledge.

To review:

- Read through your notes. Make sure they are clear and legible. Clean them up - fix spelling errors, expand on abbreviations, tidy up handwriting (if necessary).
- Fill in missing words or information and add anything extra that you may have thought of since the lecture.
- Code your notes - use colour and symbols to mark structure and emphasis, highlight major sections, main points and diagrams. Use different colours to emphasise main points, classify different topics and link concepts or information.
- Explain and clarify diagrams by writing a simple version of their meaning.
- Identify anything that needs further clarification.

Label and file your notes along with any lecture handouts.

- Tips for re-engaging with notes
- Try "chunking" similar pieces of information into categories that you can remember more easily.
- Transcribe key concepts in your own words.
- Add your own questions to the notes to help you recall the key ideas.
- Write a brief overall summary of the notes.
- Reflect on the learning process itself—what do you find confusing? How did you solve problems or clarify your understanding?



MANAGING THE COST OF STUDY

Tertiary study
managing the cost

www.studylink.govt.nz

www.victoria.ac.nz/finadvice – Survival Guide

<http://schoolleaver.nz/money>



Tertiary Study and living away expenses

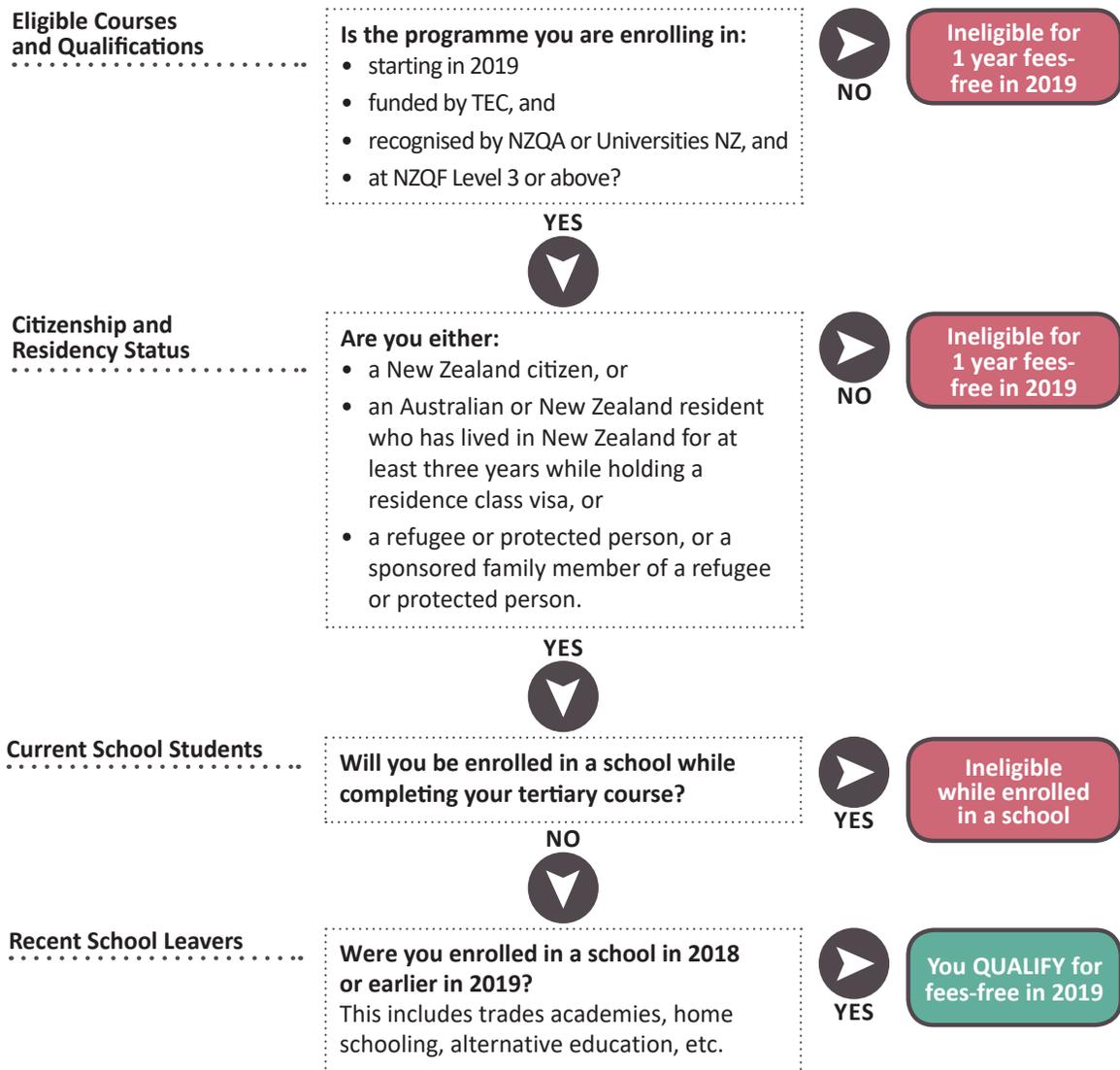
How much does it cost - 2019

ANNUAL COST	HALL ANNUAL (Based on single room for 38 wks at average \$385 per wk)	FLATTING ANNUAL (42 wks at an average rent of \$180 per wk)	MY BUDGET?
Hall Rent	14,630	6,510	
Snacks	750	840	
Entertainment	1200	1,500	
Power/gas		1,300	
Transport	500	1,550	
Phone line/tolls/cellphone/internet	600	1,000	
Groceries		3,150	
Hall deposit	750		
Set-up allowances (e.g. amenities, bonds, furniture)		1,500	
Total	\$ 18,430	\$ 17,350	
FEES VARY			
Based on NZ resident qualifying for fees free Year 1			
Total	\$0	\$0	
VARIABLE COSTS			
Course costs (books/photocopying etc)	1,000	1,000	
Insurance	300	300	
Sports etc	400	400	
Clothing	1,000	1,000	
Toiletries	500	500	
Trips Home	800	1,000	
Emergencies	500	500	
Total	\$ 4,500	\$ 4,500	
Grand Total	\$ 22,930	\$ 21,850	
My possible income from:			
Wages			
Student Allowance			
Student Loan			
Scholarship/Grant			
Parent/Family help			
Income Support			
Interest on Investments			
Other (eg tax refund)			
Total income			
Total expenses			

Fees-free 2019 – A quick guide for students

Have you checked your eligibility for fees-free tertiary education yet?

Follow the decision path below to check your eligibility.



Check out whether you qualify for fees-free in 2019 at www.feesfree.govt.nz

Fees-free will cover:

- Tuition
- Associated mandatory fees
- Compulsory student service fees

Fees-free will not cover:

- Students' association fees
- Club memberships
- Course materials
- Late fees

If you enrol in courses and don't complete your study, you may lose your entitlement to fees-free in subsequent years.

STUDYLINK

Student Loan at a glance

A student Loan can help you finance your study. It's made up of three parts:

- course fees – for the compulsory fees charged by your education provider (**check your eligibility for fees free**)
- course related costs – to buy materials and services for your course \$1,000
- living costs – to help with accommodation - up to \$231.92pw.

Note:

- you will have to pay back your student loan, so borrow only what you need.
- Studylink will not pay your lump sum hall of residence costs.
- If your loan application is approved before your course starts, you'll get your first weekly payment in the second week of your course.

Who can get Student Loan?

To get a student loan you usually have to be:

- enrolled on a tertiary course
- studying full-time or limited full-time, or meet StudyLink's requirements for part-time study
- a New Zealand citizen, or meet residency requirements
- under 55 when your course starts, for course-related costs and living costs borrowing – there's no upper age limit for course fees borrowing

You'll also need to:

- sign a contract with the government
- nominate a contact person in New Zealand. If you get a student loan, you'll need to pass at least half the work of your previous year study to get it again.

Go to studylink.co.nz for more information on getting a student loan and situations where you can't get a loan.

Apply early! Before December.

WORKING

Careers and Employment

All universities have friendly staff in their Careers centre who are keen to help you with your CV, interview preparation and other job hunting skills. Whether it's casual, part-time, summer or permanent work, they can assist you.

Student Job Search

Student job search helps students find work. Enrol on the website www.sjs.co.nz