First of all...

Welcome to UWA!

Studying here is an experience you’ll never forget...

...and this guide will take you through everything you need to know to succeed.

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Getting around

Stepping off the bus or car and onto the Crawley campus can be daunting if you don’t know your way around.

Here are 3 tips to help you find your way:

1. **Connect to the Unifi network** to get free wifi all over campus. Use your Pheme details to connect.

2. **Search ‘campus maps’** on the UWA website - you’ll find an interactive map where you can search for venues (uwa.edu.au/campus_map).

3. **Download the UWA Students App** to search for venues, locations and find out the real-time availability of computers in the libraries.
what’s uni really like? (other students give their advice)

“Study in groups! It doesn’t have to be a regular weekly thing; even meeting up to go over things before an assessment or exam is good. It’s also a good opportunity to make new friends in your units.”

-Afira Zulkifli, Science

“Being involved in clubs and societies just makes the student experience so much better. Life-long friends, unprecedented experiences and opportunities, and almost too much fun. Almost.” - Brady Johnston

“Make sure you enjoy your time at UWA. It’s not all about the academic stuff: join a club (or two), and meet up with friends at one of the cafes between contact hours. It’s as much about what you do between contact hours as what you learn in them, which makes it such a great experience.”

-Rebecca Norman, Mature-Age Student

“Ride your bike to uni as often as possible. It not only keeps you fit and healthy, it also helps you save money on petrol and parking. And who knows, maybe you’ll be lucky and see the dolphins say hello to passers-by along the river.”

-Denisse Ferrao Arcos, Science

“Your volunteering hours go on your official academic transcript. Employers love students who do extracurricular activities.”

-Lara Antoniolli

“UWA has a very diverse community. You meet people from such diverse backgrounds. It’s like a global village. I have learnt about different cultures and have developed a great insight and understanding of their way of life.”

-Dana Abu-Geras, Science

“Ignore the haters – Perth is actually a pretty sweet place to live. UWA is located in one of the best parts of the city, and you’ll quickly find all the cool coffee shops, bars and attractions.”

-Simon Thuijs

“Read unit readers and absorb thoroughly all relevant information. Begin assessments weeks in advance and aim to have them finished and polished a week before they are due.”

-Cadell Flynn, Arts

“Your volunteering hours go on your official academic transcript. Employers love students who do extracurricular activities.”

-Lara Antoniolli
1. Plan
- Gather tools: wall planner, diary, phone, computer
- Collect your unit outlines
- Identify assessment tasks
- Note major deadlines on your planner or calendar
- Identify timelines: try using STUDYSmarter’s online Assignment Date Calculator
- Note timelines in your diary, phone or computer

2. Prioritise
- Block out time in your planner for study, work, play (we’ve given you one on the opposite page!)
- Write weekly or daily tasks lists
- Make sure tasks are SMART: Specific, Measurable, Attainable, Realistic, Timely
- Divide tasks into high, medium or low priority
- Tackle high priority tasks first

3. Persevere
- Remember your priorities: know how and when to say no, and practise doing it
- Stick to a study routine that suits you
- Ask for help when you need it
- Reward yourself for completing tasks successfully
The low-down on...  

tutes, Labs & lectures

1. Prepare for lectures, tutes and group work

— Do the set readings before you attend lectures or tutes— it’ll help!
  — Print slides out and view them before lectures
— Make sure you bring any required textbooks, equipment or safety gear
  — Be prepared with questions you want to ask

2. Listen actively

— Focus on listening and only take notes on new information
  — Note down different perspectives
— Identify inconsistencies between what you already know and what you hear
  — Listen for good examples or evidence for use in assignments

3. Participate in discussions

— Ask questions!
  — Don’t be afraid to (respectfully) express agreement and disagreement
— Develop and expand on other people’s ideas
— Provide relevant examples either from your own experience or from your readings

Some different ideas for taking notes

Use colours or symbols to identify different topics in your notes— it will help you when it comes to revision.

After you’ve written your notes, (e.g. for a lecture or reading) ask yourself what the most important point or information was, then write it down.

Don’t write down what is on the slides word for word— listen to what the lecturer says and note down important information.

Use one side of your exercise book for taking notes during the lecture. Leave the other side blank for summarising & making comments later.

— Provide examples or evidence for use in assignments
— Make sure you bring any required textbooks, equipment or safety gear
— Be prepared with questions you want to ask
Ace your assignments

1. Review the question
- Always read the guidelines first
- Break down the assignment question
- Look for task words (e.g. describe, summarise, analyse)
- Identify the assignment format (essay, report etc.)
- Find style examples in your discipline
- Do some general reading on the topic
- Use STUDYSmarter’s Assignment Date Calculator

2. Do the work
- Brainstorm or mind-map the topic
- Organise your ideas into similar areas
- Plan out your structure and content
- Start writing early, don’t leave it to the last minute
- Use discipline-appropriate language
- Keep track of all your sources

3. Finish and edit
- Check for logic & flow in your writing
- Re-structure sections if needed
- Edit for clarity & conciseness (if in doubt, take it out)
- Proofread for spelling and grammar
- Check your referencing and citations
- Check you’ve followed all the guidelines
- Submit it... and you’re done!

Insider tips from UWA tutors

“Read the assessment guidelines and make sure you follow them; think about what you’ve actually been asked to do. You may have raised interesting points and expressed yourself well, but if it doesn’t address the question/requirements, I can’t give you marks for it. Same goes for word/page limits – stick to them!” —Science tutor

“Always proofread your work before you hand it in. If I am reading a student’s essay and I notice five stupid mistakes in the first few lines, I know straight away that they haven’t put in the effort to proofread. This makes me unwilling to give them top marks, even if their ideas are good. Proofreading is such an easy way to bump up your grade (and make your tutors happy!)” —Arts tutor

“An essay plan is your personal GPS. Say you’re going on a road trip... how do you know where you want to go and how to get there if you have no directions? Figure out how you’re going to answer the essay question before you begin. Draw up a simple plan and have just one main point per paragraph, with at least one supporting quote. The best essays I’ve read are the ones that have taken me by the collar and pulled me along with confidence... and I went along happily because I know they were leading me to where I should be.” —Communications tutor

“When writing, try to avoid making every sentence long and wordy. Short sentences are best (like this one). They’re punchy, clear and to the point. If during the course of drafting you happen to find yourself in the process of taking a very long time to explain something very simple (like I did just then), stop. Go back and simplify what you’re trying to say. Use a combination of long and short sentences. This adds variation to your writing, making it more interesting and easier to understand. Remember – your tutor might be marking your essay after marking a hundred others, and they reward essays that are well-written and to the point.” —Architecture/Fine Arts tutor

“Always read a number of articles and/or chapters in preparation for assignments and tutorial discussions. If you only read one source you will only have one person’s point of view and a limited number of examples. By reading a number of sources you get a much richer understanding of the topic, which means you can make valuable contributions to tutorial discussions and it will be easier to write your assignments.” —Education tutor

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The secret trick ... to writing essays

Before you start writing, your ideas are a bit like this—vibrant, but jumbled.

Your final essay needs to be more like this—clear, defined and structured.

So how do you get all your colourful but mixed up ideas into this polished, structured format?

If you put all your ideas meticulously in one by one, it will take you far too long. If you pour them all in at once (the night before the essay is due) they’ll scatter and go everywhere and you’ll lose lots of your best ideas!

So what’s the answer?

... use a funnel!

The funnel essay structure is the easiest way to structure essays to make sure your ideas flow logically. When you write*, think of each element of your essay as being like a funnel: moving from general to specific.

Your introduction would look like this:
- General background context (topic)
- Narrowing scope (focus on aspect of topic)
- Specific thesis statement (your argument)

Your body paragraphs would look like this:
- General topic sentence (the point the paragraph is making)
- Specific evidence, examples and sources to back up the point

Your conclusion would look like this (reverse funnel):
- Re-state specific thesis statement & summarise argument
- Move back out to general context (significance / future directions)

* (Learn more about writing with STUDY Smarter Survival Guides and YouTube videos)

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higher marks
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Many students think that ‘academic writing’ needs to be complex, wordy, hard to follow, and full of difficult language.

THIS IS A MYTH!

Good academic writing expresses complex ideas using simple language. It is pleasant to read, easy to follow, and doesn’t try to trick, confuse, or intimidate the reader. The bonus is, it’s easier to do, which means you get higher marks & earlier nights!

Here are some easy tips for simplifying your writing:

1. Remove redundant or doubled words
2. Definitely, certainly remove qualifiers
3. Use uncomplicated simple language where you can
4. Avoid clichés like the plague!
5. Replace negatives with affirmatives (not the same different)
6. Split long, convoluted sentences
7. Add missing signposts (topic sentences, thesis statements, linking words)

Revise topics throughout semester, rather than only at the end.

Turn off wi-fi when you study!

As soon as you start taking notes, write down all the bibliographic details of the text, including page numbers.

Test how well you understand a concept by trying to explain it to someone else.

Colour-code your units e.g. blue books and files for one, red for another.

When filing papers, always put them back on top. In time, you’ll find that they organise themselves so that your most-used papers are all at the front and your least-used are at the back.

10 tips to study smarter, not harder!

Don’t do all your reading before planning out an essay as some of it may end up being irrelevant. Read, plan, write, read some more, write some more.

Listen to recorded lectures on the bus.

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19 things to know about referencing

1. Reference all concepts and ideas that are not your own.
2. Reference all tables, pictures & graphics that are not your own.
3. Reference all quotes, summaries and paraphrases.
4. Reference when you synthesise ideas.
5. You don’t need to reference common knowledge.
6. But … if you’re unsure, include a reference!
7. Include a full reference list (Bibliography) at the end of your assignment, in alphabetical order.
8. Use the referencing style your tutor/lecturer has specified.
9. Quote only when exact words are important.
10. Learn to paraphrase ideas in your own words (but still reference where that idea came from).
11. Put your ideas first and support these with your sources.
12. Follow the guide for your chosen referencing style (you can find these guides on the UWA Library website).
13. “I didn’t know” is no excuse for incorrect referencing.
14. Be aware of copyright and Creative Commons rules.
15. Proofread your references as well as your writing.
16. Never include a quote without introducing it first.
17. Do ACE early in semester so you know the rules about referencing and academic misconduct.
18. Incorrect referencing will lose you marks and could get you in to trouble for plagiarism.
19. Get help with your referencing at WRITESmart drop-in (weekdays, 10am-12pm Barry J. Marshall Library in Sem 1, Reid Library in Sem. 2).

handy hints for maths & stats

1. Write, write, write!
   In lectures, don’t just copy down what’s on the board. Maths lecturers don’t just write out definitions and perfect answers, they explain concepts and demonstrate the problem-solving skills you need to find solutions.
   Answer exercises on paper - write out your workings the way your lecturer does.
   Develop summary sheets (definitions, formulas, tips, etc).

2. Study steadily
   You can’t “cram” maths because many topics are linked.
   A bit each day is better than a lot once a week.
   Study groups are great for learning maths.

3. Review
   Skim read the previous lecture before the next.
   Find out why you got answers wrong.
   Have questions ready to ask at the start of your tute, before everyone else gets stuck.

4. Don’t panic
   A lot of maths/stats concepts take time to “click”.
   Being stuck for a while is ok as long as you keep trying.
   If you’re stuck for a long time, get help.

Get advice on maths & stats at (maths)Smart Drop-in, Mon, Wed & Fri, 10am-12pm, Barry J. Marshall Library.

Geoff Coates, STUDYSmarter/Literacy Adviser
help!
(I need somebody...)

Not sure where to get help?
Try these places:

*STUDENT CENTRAL*
Your one stop shop for:
- Student Services
- Student Wellbeing
- Student Admin

*FACULTIES*
Visit your Faculty Student Office for:
- Course advice
- Unit advice
- First year advice

*STUDENT GUILD*
For:
- Guild Student Assist
- Guild Volunteering
- Guild clubs & societies

*LIBRARIES*
For:
- Research help
- Technology help
- Course material help

*ONLINE*
askUWA gives you answers to any question, any time

the online life @UWA

Join UWA's online community and keep up to date with events, opportunities and exciting things happening on and off campus.

facebook: UWA Students

twitter: @uwa_students

instagram: #uwastudents

youtube: UWAstudents

UWA Students app

Access campus maps &
locate yourself on campus,
check computer availability,
keep updated on events &
connect to social media.
5 ways to stress less

1. Stay healthy
   - Move – go outside for a walk or a run, play a sport, go to the gym
   - Eat well – skip junk food; snack on fresh fruits, veggies and nuts
   - Keep hydrated – drink plenty of water; skip coffee, alcohol and sugary drinks

2. Switch off
   - Socialise – relax and allow yourself to have fun
   - Meditate and try mindfulness – close your eyes, breathe and be in the moment
   - Rest before you get tired – give yourself time to wind down before bed, and stay off the electronic devices before you go to sleep

3. Pace yourself
   - Set achievable goals – plan your study out using a planner and STUDYSmarter’s online Assignment Date Calculator
   - Study in short bursts - focus for 20-30 minutes then get active for 10, and set a timer if you need reminding
   - Manage your environment - hide your phone and turn off facebook when studying, or study in a different environment

4. Ask for help
   - Book a free session with a UWA Counsellor in Student Central
   - Get study advice at WRITESmarter drop-ins (weekdays from 10am-12pm, Reid Library ground floor)
   - Talk to family and friends about how things are going

5. Keep perspective
   - Take things one step at a time
   - Acknowledge how much you have already achieved
   - And remember, you are more than your academic achievements.