

**Welcome Back**  
**to your**  
**Staffordshire University**  
**community**

*We're glad you're back*



# As you rejoin your academic journey...

It's not easy returning to study after a long break - whatever the reason, and we want you to know that we're here for you

At Staffordshire, we have a wealth of support available for you to help you re-integrate to University life.

We're all different and we may need different kinds and levels of support

The important thing to remember is that we're here if you need us. So let's talk about the different types of support available...



# The role of Personal Tutors are changing..

During 2020/21, the role of Personal Tutor will be changing to Academic Mentor across the University.

During this year you may either have a Personal Tutor or an Academic Mentor, but in following years you should all have an Academic Mentor

This role will help you to:

- **Develop your self-organised learning skills** - through working proactively with you to facilitate self-organisation, assessment literacy and research/enquiry skills
- **Develop your social capital** - helping you to build good working relationships with peers and colleagues and develop networking opportunities
- **Develop your resilience** - your Academic Mentor will be the first point of contact for you to discuss your personal development and wellbeing, including the development of digital skills



# Thompson Library

The Academic Skills Team - including the Study Skills Team, Subject Librarians is based at the Thompson Library. They can help you to develop ways of learning effectively, produce your assignments and improve your work to reach your full potential

The Library have put together a guide to help students to transition to the next stage of their studies

The Academic Skills Team has put together a series of one hour workshops during Semester 1

Topics include:

- Planning your Work
- Finding and referencing information,
- Improving your Writing
- Using Technology



# Study Skills

**Study Skills Tutors** can help with:

- Academic writing
- Critical writing
- Paraphrasing
- Planning your work
- Numeracy
- Time management

[Academic Skills support webpage](#) showing the team, which Schools they support and how to book an appointment - these are mostly online at the moment

There are also a range of [academic guides](#) available on this page, in Studying at University, Types of Assignment, Academic Writing, Working with Numbers and Data, and more



# Subject Librarian Support

## Subject Librarians can help with:

- Finding and using Library resources
- Research skills
- Developing a search strategy
- Understanding citing and referencing
- Using reference management tools
- Copyright

[You can also explore the subject guides](#) from the drop down menu on this webpage

[Academic Study Skills webpage](#) with contact details



# Digital Skills Support



**Some of the areas we can help you with include:**

- Using Microsoft Office effectively
- 
- Creating long documents in Word
- 
- Using PowerPoint for presentations or academic posters
- 
- Using Qualtrics survey software
- 
- Using LinkedIn Learning online video training
- 
- Managing your files and using OneDrive

[Academic Study Skills webpage](#) with contact details

# Using technology to support your learning

## Study Smarter with Technology: Useful Tools

There is a variety of technology available to download onto student PCs at the University, and the Library has produced a list of resources and tools available here, with guides on how to use the technology: [Study Smarter with Technology: Useful Tools](#)

Resources include:

- Text to speech and screen reading
- Voice recognition
- Reading
- Writing
- Video and audio
- Planning, mind mapping and notes
- Collaborate and meet



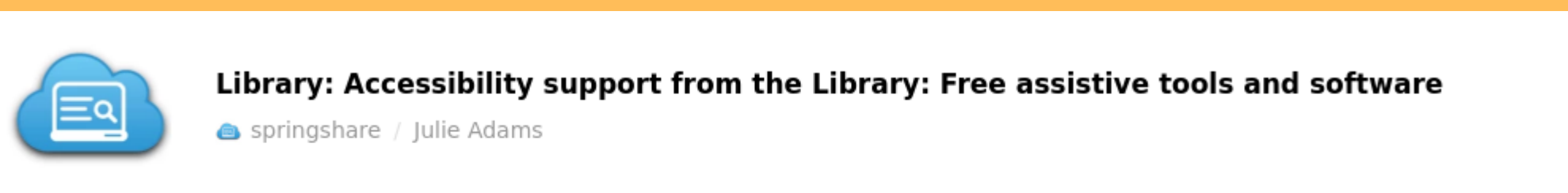
Most of these tools are available on Student PCs at the University, whilst some can be downloaded from the software centre. Full details are included in the list



# Assistive tools and software

The University Library has access to a range of free assistive tools and software which can increase your productivity, including Text readers, screen readers, reading support apps, speech to text/voice recognition, support with proofreading, grammar and much more

**Please select the icon below to access the page**



# LinkedIn Learning

[LinkedIn Learning](#) is an online platform which offers a variety of video courses and online tutorials on Business, Creative and Technology Skills and for all levels of expertise from beginners upwards



You can find tutorials in Microsoft Word, Excel, Powerpoint, Outlook, Calendar, Notes and Teams on this learning platform

It is available to staff and students at Staffordshire University. The webpage includes a video on 'Getting Started with LinkedIn Learning'

# Student Wellbeing



## Support from the University

Our team of advisors are here to support you. If you are feeling overwhelmed, problems are piling up or you have a personal difficulty that you are struggling to cope with, or any other issue, the advisors are here to help you.

Contact [Student Wellbeing](#) if you would like to talk to someone. Online appointments are available  
tel 01782 294976

Email: [studentwellbeing@staffs.ac.uk](mailto:studentwellbeing@staffs.ac.uk)

The webpage also offers self-help information and links to emergency 24 hour support

Please also see our page on [Mental Wellbeing](#) \*

\* coming soon - new Sharepoint resource on Mental Wellbeing

# Student Guidance

Our friendly and approachable team of Student Advisors who can help you with any questions or problems, personal or academic you may have whilst studying at Staffordshire University

More information on the types of issues we can help with can be found on [the Student Guidance Team's webpage](#), but please don't hesitate to contact us to discuss any problems you are experiencing

You can book an appointment online on the webpage, or you can email us at [support@staffs.ac.uk](mailto:support@staffs.ac.uk)



# **Disability Team**

- Advice on Disability Student Allowance
- Advice on Accessibility issues, support and adjustments
- A diagnostic service for students who think they may have a specific learning disability

Are your learning materials accessible to you, and do they take into account your particular needs? Get in touch with the Disability Team if you think you may be eligible for DSA which can fund adaptations and equipment you may need to make the most of your studies

Some options might include having access to a printer, being able to record online lectures, or having captions or subtitles

Please talk to your Course Leader or Disability Advisor on 01782 294977 or email: [disability@staffs.ac.uk](mailto:disability@staffs.ac.uk)

# Money

Money is a big consideration for students and we have a lot of support to help you manage your money.

Please see our webpage for more information on:

- Managing your money
- Student Success Fund - support for you when you need additional funding, criteria applies
- Delayed funding
- Funding for healthcare students
- Blackbullion - a digital learning platform with all things money related
- Bertarelli bursary - for new undergraduates
- joining the University through Access to HE or Step up to HE
- What's included in your tuition fees and course costs

<https://www.staffs.ac.uk/students/money-matters/home>



# Accommodation

If you're living in student accommodation on campus, the Reslife Team can help you settle in and offer a range of activities in line with current guidance to help you feel part of the community

If you're living in privately rented accommodation or would like to find suitable accommodation, Greenpad are the people to contact, or ring them on 01782 422300/422321/295888



# Have you registered with a GP on campus?



## **Stoke:**

[Harley Street Medical centre](#)

The surgery will be located available at the Trent Building on the Leek Road campus, but appointments are also available at the Hanley venue

Please register online, or ring for more information (01782) 212066

## **Stafford:**

[Beaconside Health centre](#), Weston Road,  
Stafford

ST18 0BF

Tel 01785 214424

## **Shrewsbury:**

Tel 01785 220004 (Primary Care Trust) or go to the [NHS website](#)



# Wellbeing - external support



## Staffordshire Mental Health Helpline

Call on: 0808 800 2234 (Free) Text: 07860 022821  
(FREE)

Email: [Staffordshire.helpline@brighter-futures.org.uk](mailto:Staffordshire.helpline@brighter-futures.org.uk)

Instant Messaging service (online chat) can be found here, you just need

to click on the Instant Messaging Service button

Open 7 am - 2 pm weekdays, 2 pm - 2 am weekends, every day of the year

## Togetherall



[Togetherall](#) is an anonymous, safe community to support your mental health, with clinical expertise, peer support and trained practitioners available for extra support when needed

Self-assessments and resources, and opportunities for self-expression through creative tools

Join in 3 simple steps - Register, Activate, Participate

Available 24 hours a day, every day

## Wellbeing - external support

[Student Space](#) is a free collaborative mental health programme developed by Student Minds, to complement the support provided by Universities



Students at Staffordshire University can access the website for free where they can gain access to [Phone](#) and [Text](#) support as well as resources on a number of topics ranging from [Adapting to change caused by Coronavirus](#), [Relationships & Social Life](#) and [Bereavement & Loss](#)

The programme will run for 6 months from July - Dec 2020

**In an emergency, or you or someone else are in a life-threatening situation, call 999 or go to your nearest A &E department**

# Careers

The Careers Team can support you throughout your time at University and afterwards Staffordshire graduates

Our team of friendly Career Coaches are available Mon - Fri, 10 am - 6 pm in the Digital Careers Studio to help with looking for part-time work, securing a placement year, interview tips and securing a graduate role when you are preparing to complete your degree

One to one appointments are available on Microsoft Teams

Email: [careers@staffs.ac.uk](mailto:careers@staffs.ac.uk)

Tel 01782 294992



Peer mentoring: In the coming months we will be launching our Mentoring programme which will help to support students as they navigate work experience, design their future and prepare to enter the graduate marketplace. Further information will be available soon

# Students' Union

## Staffordshire University Students' Union

empowers its members and endeavours to make sure that every student has the best experience possible

The SU is a great source of advice and information, and offers access to social activities, networks and societies. There are opportunities for part-time work, volunteering, fundraising or making a difference through becoming a Student Rep, Student Council member or Student Officer



**And finally...**

**You are a valued member of  
the  
Staffordshire University  
community**

**We want to help you  
succeed and reach  
your potential**

**We're here for you**

