Information from the Institute for Academic Development for PGCert/PGDip/Masters students at the University of Edinburgh

April Highlights:
This months newsletter contains the following:
- What does the IAD do?
- Exam Bootcamp
- Upcoming PGT Workshops
- Featured Online Workshop: Managing Your Exams: Strategies and Tips
- Exam Resources
- Respect at Edinburgh

EXAM BOOTCAMP

Are you achieving your best results?

Have you got exams coming up and want to make a start on revision but aren’t sure where to begin? Exam Bootcamp is the IAD’s self-enrol resource on Learn to support students with exams. It covers strategies that work and includes useful tools.

- Get set by planning your schedule, taking stock and identifying gaps.
- Do the revision workout and learn how to focus, read effectively, restructure and self-test.
- Develop effective strategies for during the exam. [http://edin.ac/2Gdw6Fx](http://edin.ac/2Gdw6Fx)

What does the Institute for Academic Development (IAD) do?

Our aim is to help students and staff succeed in their current roles and in their future careers. We do this by providing University-level support for teaching, learning and researcher development.

We provide workshops and resources for postgraduate taught students (online and on-campus students), to help you gain the skills, knowledge, and confidence needed for studying at postgraduate level.
For a full list of workshops and descriptions, please visit our workshop pages [https://edin.ac/2DBKrrE](https://edin.ac/2DBKrrE)

### Upcoming PGT Workshops:

**Booking opens three weeks before the event**

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influencing Skills and Leading</td>
<td>01st April 19</td>
<td>13:10 - 16:00</td>
</tr>
<tr>
<td>Creative Problem Solving</td>
<td>02nd April 19</td>
<td>09:00 - 12:00</td>
</tr>
<tr>
<td>Critical! (Reading, Writing, Thinking)</td>
<td>02nd April 19</td>
<td>10:00 - 13:00</td>
</tr>
<tr>
<td>Speed Reading</td>
<td>02nd April 19</td>
<td>13:10 - 16:00</td>
</tr>
<tr>
<td>(Online) Getting Started with your Dissertation</td>
<td>03rd April 19</td>
<td>12:10 - 13:00</td>
</tr>
<tr>
<td></td>
<td>15th April 19</td>
<td>19:00 - 20:00</td>
</tr>
<tr>
<td>How to Plan, Run and Complete your Project</td>
<td>04th April 19</td>
<td>13:10 - 16:00</td>
</tr>
<tr>
<td>Writing a Literature Review</td>
<td>24th April 19</td>
<td>10:00 - 13:00</td>
</tr>
<tr>
<td>Searching Research Literature and Managing Bibliographies - Dissertations</td>
<td>25th April 19</td>
<td>09:00 - 12:00</td>
</tr>
</tbody>
</table>

### Featured Online Workshop

**Managing Your Exams: Strategies and Tips (17th April 19, 15:10 - 16:00)**

This online session will focus on issues raised by participants and so could cover, for example, how to cope with stress, practicing your exam technique and a review of exam strategies. Book here: [https://edin.ac/2J3llbC](https://edin.ac/2J3llbC)

### Exam Resources

The IAD has advice on exam preparation on our online learning resources page: [http://edin.ac/2Gdw6Fx](http://edin.ac/2Gdw6Fx) and the Student Counselling Services has a step by step guide to exam success: [http://edin.ac/2G2dMw3](http://edin.ac/2G2dMw3)

### Respect at Edinburgh

[https://edin.ac/2TSWcRL](https://edin.ac/2TSWcRL)

The University has a zero tolerance stance towards any form of bullying and harassment. The Respect at Edinburgh web hub has been created to bring together information and guidance.

### Booking and Cancellation Policy

**Booking:** Please note workshops usually open for booking 3 weeks before the event

**Cancelling:** If you need to cancel your booking, you must do so at least 3 days before the event or consultation. Someone else may be able to take your place, but we need time to contact them. Also, although you are not charged for an event, there are costs we incur (e.g. photo copying) which relate directly to places reserved. We maintain attendance registers; unexpected absences will be noted. If you consistently fail to attend, or repeatedly cancel with very short notice, you may be prevented from booking future IAD events.

**How to cancel:** you can cancel your booking via MyEd Event Booking Channel. Click on “My Bookings” - here you will have the option to cancel your place.