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

March Highlights:
This months newsletter contains the following:
- Upcoming Events and Courses
- Study Skills Consultations
- Exam Resources
- Managing Your Digital Footprint
- Join our Masters Blog

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.

For Taught Postgraduate students we provide courses, events, resources and advice. Find out more from www.ed.ac.uk/iad/postgraduates

Masters Blog
The blog provides useful information and signposts to events and resources. You can receive an email every time there is a new post by clicking on the ‘Follow’ button on the blog http://iad4masters.wordpress.com/

Events & Courses
We organise events and workshops which are available to all Taught Postgraduate students.

The IAD also works in collaboration with specific Schools and Programmes. We can organise tailored events and courses open to only students based in that School/Programme to attend.

Event & Workshop Descriptions
These can be found on the IAD website at www.ed.ac.uk/iad/postgraduates

Study Skills Consultations
The IAD offers quick consultations on campus and online with a study development advisor.

To book a place and for more information www.ed.ac.uk/iad/postgraduates

Managing Your Digital Footprint
Aims to raise awareness about managing an online presence (digital footprint).

Competitions, workshops, resources and more at www.ed.ac.uk/iad/digitalfootprint
Further details and to book onto event [www.ed.ac.uk/iad/postgraduates](http://www.ed.ac.uk/iad/postgraduates)

**Events/Courses (Online and On-campus)**

**March 2018**

- Critical Thinking and the Art of Asking Questions  
  01-Mar-18  13:30-16:30
- Decision Making in Practice Part 2  
  01-Mar-18  19:00-20:00
- Getting Started with Scientific Writing  
  06-Mar-18  19:00-20:00
- It's About Time...Managing Time Personal Efficiency and Effectiveness  
  06-Mar-18  14:00-17:00
- Dissertations for Publication  
  07-Mar-18  12:00-13:00
- Being Critical for Your Dissertation  
  08-Mar-18  19:00-20:00
- Managing your exams: effective revision techniques  
  12-Mar-18  13:00-14:00
- Top 10 Tips for Delivering your project  
  14-Mar-18  19:00-20:00
- Influencing Skills and Leading  
  16-Mar-18  13:30-16:30
- Creative Problem Solving  
  19-Mar-18  13:30-16:30
- Being Critical for Your Dissertation  
  22-Mar-18  09:00-10:00
- Dissertation Planning & Writing  
  26-Mar-18  13:30-16:30

**April 2018**

- Critical (Reading, Writing, Thinking)  
  03-Apr-18  09:30-12:30
- Getting Started With Your Dissertation  
  04-Apr-18  12:00-13:00

**Resources for Exams**

Please find below recommended resources from the University to support students through their exams:

- University exams - includes exam diets, regulations and FAQs: [http://www.ed.ac.uk/student-administration/exams](http://www.ed.ac.uk/student-administration/exams)
- Advice on exam preparation and technique: [http://www.ed.ac.uk/institute-academic-development/postgraduate/taught/learning-resources/exams](http://www.ed.ac.uk/institute-academic-development/postgraduate/taught/learning-resources/exams)

**IAD Learning Resources:**

- Time Management  
  [http://edin.ac/1cR0r3b](http://edin.ac/1cR0r3b)
- Critical Thinking  
  [http://edin.ac/14qe5fz](http://edin.ac/14qe5fz)
- Literature Searching  
  [http://edin.ac/1acC3Kh](http://edin.ac/1acC3Kh)

**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.