



## **ACADEMIC CHECKLIST**



### **Know your tutor!**

*if you're unsure who they are, ask the Student Advice Centre.*



### **Reference the right way**

*Harvard, APA, something else? Know your course referencing system(s).*



### **Use a guide**

*find an appropriate reference guide. Available on the DMU library website.*



### **Look ahead**

*make a list of all your assignments and hand in dates.*



### **Need more time?**

*familiarise yourself with the extension/deferral process.*



### **Academic Offences**

*Know about and avoid committing an academic offences e.g. plagiarism, collusion, contract cheating.*



### **Plan your time**

*get organised! Grab one of our planners online.*



### **Library Learning Services**

*check out the support on offer to kickstart your academic journey.*



### **Study survival**

*head to our website and dive into the study survival set.*



### **Don't struggle**

*inform the Uni if you need extra support have a disability, learning difficulty or mental health condition.*

*You can book a Single Point of Access appointment via myGateway if you feel you need extra support due to a personal issue or suspected learning difficulty.*



### **We can help!**

*make a note of our contact details in case something goes wrong.*

[dsuadvice@dmu.ac.uk](mailto:dsuadvice@dmu.ac.uk)