Downloadable Resource

PG Poutama STEPPS- Steps to Postgraduate Success



Seeking Support and Information (Question 5)

The following flowchart shows who to go to for help in your course and assignment work when you have questions or problems that you can’t solve on your own.

FLOWCHART: Who to go to for help in your course

Is your question about:

**Finding or searching for readings for assignments?**

- for example: how to find articles in an online database, how to use search engines like Google Scholar, how to reference properly

See your **Subject Librarian\***.

Is your question about:

**Course content** or **course assignment details?**

- for example: due dates, length of essays, types of essay, what questions or style to expect in a mid term test, difficulties with content

See your **Course Lecturer**.

If your course has a **Tutor** or **Tutorial Leader** see them first.

Is your question about:

**The need for an extension for course work/assignments?**

- for example: how to apply for an extension for course work or assignments that are due

See your **Course Lecturer**.

If your course has a **Tutor** or **Tutorial Leader** see them first.

Is your question about:

**Difficulties with English writing, test taking anxieties or study difficulties?**

- for example: how to structure a written essay, how to deal with stress in exams/ tests, how to avoid procrastinating on course work

See a **Student Learning Services** **Student Advisor\*\***.

\*Note: a Subject Librarian is a specialist librarian who can help you with information searching in your subject/displine of study.

[Visit the Libraries and Learning Servcies page for Subject Librarians](http://www.library.auckland.ac.nz/contacts/subject-librarian/?sbid=&deptid=30) in the Faculty of Medical and Health Sciences to find out who you can contact for help with [Health Sciences-related information searching questions](http://www.library.auckland.ac.nz/contacts/subject-librarian/?sbid=&deptid=30).

[Visit the Libraries and Learning Servcies page for Subject Librarians](http://www.library.auckland.ac.nz/contacts/subject-librarian/?sbid=26&deptid=) in the Faculty of Medical and Health Sciences to find out who you can contact for help with [Nursing-related information searching questions](http://www.library.auckland.ac.nz/contacts/subject-librarian/?sbid=26&deptid=).

\*\*Note: a [Student Learning Services Advisor](http://www.library.auckland.ac.nz/services/student-learning/learning-advisers) is a specialist support person in the university who can help you with your study goals, skills and development. They can assist you to develop your academic writing, reading, presenting and study skills capabilities.