



AGENCY FOR NATIONAL HUMAN RESOURCE DEVELOPMENT

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# Student's Guide to Studying in Seychelles

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# Foreword

## Dear Student

### Congratulations on your scholarship award!



After months of agonizing preparation to apply for and secure placement at university, the task of actually progressing to student life may, as well as being exciting, be quite daunting.

This guide is meant to support you who decide to undertake university studies in Seychelles.

A number of advantages exist for you who opt to study in your home country

either through distant programmes or by joining your local university. First and foremost, the comfort of what is familiar makes the task of adapting to university studies somewhat easier. The presence of family and friends for support is also a very important asset that students studying overseas do not have. If you are an in-service student, there is great benefit in the possibility to keep your job as you study. More than receiving a monthly salary, you also have the opportunity to continue along your career development path. Studying at the local university allows you to feel very much supported by the familiarity of the culture of the staff which makes interpersonal communication smoother than in a foreign country.

Despite all those benefits, university life has its challenges and this guide will provide you with tips to help you adjust, survive and excel.

I wish you success in your studies.

**Mrs Margaret Pillay** - CEO ANHRD

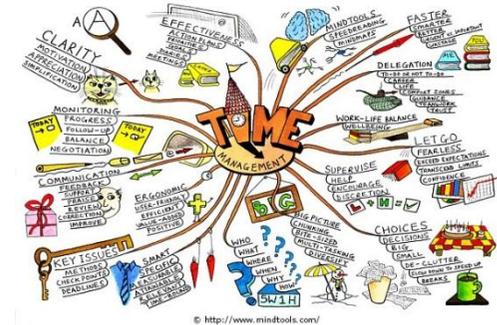
## 1.0 Time Management

Misuse of time is probably the most common problem encountered by students during the course of their studies. This is even more of a challenge when studying in your own country, surrounded by friends and familiar activities. Therefore, planning your time is very important as it allows you to think strategically, and even if you have to change your plan, you will benefit from having previously defined your tasks and prioritized your activities.

Although the importance is not the number of hours you have to study but how well you use them, it is also essential that you find out from your courses how many hours you are expected to study per week as this will give you an indication of how you need to plan your study life.



As a university student you are expected to be independent therefore, ensure that you take control of your time and use it effectively.



Here are some tips on how to resolve certain time management problems.

Common Problems	Possible Solutions
You are disorganized and you frequently misplace things.	Organise your learning space. Take control of where you work and you can control how you work. <ul style="list-style-type: none"> <li>Keep a clear desktop</li> </ul>

	<ul style="list-style-type: none"> <li>Place pens, pencils in a desk tidy or jar.</li> <li>Organise your notes by using a separate ring binder for each subject.</li> </ul>
You put off doing assignments (procrastinate)	<ul style="list-style-type: none"> <li>Use a diary or wall planner to clearly mark assignment deadline for every module.</li> <li>Start task sooner rather than later.</li> <li>Be realistic about how long things will take and set appropriate time slots for specific tasks e.g. planning an essay will take longer than reading a short extract.</li> <li>Break down tasks into manageable parts and allow time to engage in some of it every week.</li> </ul>
You are easily distracted	<ul style="list-style-type: none"> <li>Negotiate study time with friends and family so that they know when you are not to be disturbed.</li> <li>Be aware of the times of day you can learn and concentrate best.</li> <li>Set clear start and finish time for each study session.</li> <li>Take regular short break.</li> </ul>
You like to over commit and leave things to the last minute.	<ul style="list-style-type: none"> <li>Try not to over commit your time, learn to say NO</li> <li>Plan social time into your week and mark clearly in a diary or wall planner</li> </ul>

	<ul style="list-style-type: none"> <li>Prioritise tasks; do the most urgent tasks first.</li> </ul>
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### 1.1 *Planning your time*

Create a plan of attack. Start by making a schedule and plan your time to study. You can always revise your schedule, but it's important to try to stick to a schedule so you don't wander off plan. Always schedule your study time when you know you're not going to be tired. If you're too tired to study, you will resent the fact that you have to study. Plan on studying for 30-40 minutes at a stretch. Don't study just after you've eaten, or when you're due to be hungry again.

### 1.2 *How do you find hours you need?*

When studying comes into your life it generally means that something else has to go. However, it is always important to go on with the important things in your life, including relaxation and entertainment. As the saying goes 'all work and no play makes Jack a dull boy'. Studying should never make you dull. Effective studying requires a lot of time and you have to become an expert in time management. You can make yourself a weekly study chart like either of the two below.

Plan A gives an idea of a more flexible time plan

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							
<b>Total hrs</b>							

Study Plan B is scheduled to show all the hours you have planned for. It should look like the one below, but you are free to use your starting and finishing time as long as you make it worthwhile.

Week beginning ...../...../.....

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6-7 am							
7-8 am							
9-10 am							
↓							
8-9 pm							
9-10 pm							
10-11pm							

## 2.0 Study Skills

Study skills are some of the most important skills to have as a University student especially if you have been away from studies for a very long time. Without effective study skills, you will become overwhelmed and discouraged. Learning effective study skills helps you to organize your time, comprehend more and study more often.



Study skills improve with practice and through ideas you can pick from other students and practical know-how, being creative and trying out new approaches.

- Get to know your way around your studies. This includes where to get information about your course, keeping a good filing system, effective planning and knowing your sources of help.
- Be an active student rather than passively allowing the course to happen. Make the most of the resources available to you.
- Remain focussed on your life goals and be clear how your studies will help you achieve these goals. This will improve your motivation and turn you into an independent learner.

## 2.1 Understand Expectations

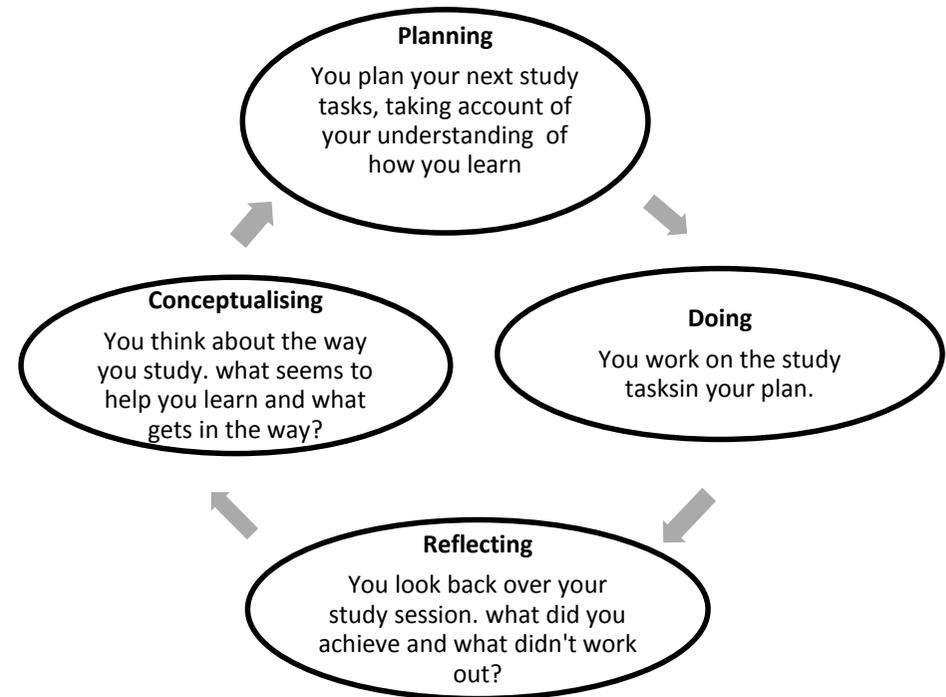
Ensure you understand the requirement of your course/module and your instructor's expectations. Carefully read the course syllabus/ tutorial letter; these act as a contract between you and your tutor. They outline what you will be taught, what you will need to do to show your understanding of the content and how you will be assessed. Read through the course syllabus early and very carefully. Try to create the 'big picture' of what will be due and when. Then concentrate on the individual pieces such as assignment, projects, exams.

Ensure you are well prepared for your exams, study all topics and do not leave things to chance. Practice papers can be downloaded from your university website. Exam papers usually do not change much except for the questions. Visit your university website from time to time to ensure you check for new developments in the area you are studying.

Feedback from your tutors is very important as it is one way of communicating with your tutor. Pay careful attention to your tutor's remarks and suggestions as it will give you an idea about how to treat other assignments as most of the time a training institution usually adopts one way of presenting assignments across the board.

The higher you go in the education system, the more accountable you are for your progress. At university you have to decide your own priorities, set your own targets and work out your strategies for achieving your targets. It takes a while to adjust to this autonomy especially if you are returning to study after a long break. To become an independent learner you need to be a *reflective learner*. By reflecting on your study experiences, you develop insight into ways you learn. Then gradually as your insight grows; you are able to take control of your studies.

The process of learning through reflection is illustrated below taken from David Kolb's diagram of the experiential learning cycle.



Most universities offer study skill courses as a module within their courses or as a separate course for anyone who feels the need.

## 2.2 Understanding your lectures

Understanding the key concepts of your course is essential for you to explore the topics and link them in the creation of deeper knowledge. Reading relevant chapters from your book before you come to lecture is an essential part of learning. It allows you to begin to connect with the topic so that when your lecturer actually covers the topic you already have a certain familiarity with it. Furthermore, this activity may give rise



to important questions that you may ask your lecturer.

During class it is important to jot down notes as you listen to the lecture. The act of note taking allows your mind to engage with the course and to clarify

understanding. After the lecture make time as soon as possible to re-read your notes and any notes given by the lecturer. Also read chapters from your core books and write down clear notes that you may later use for assignments and revision. If you have problems with understanding concepts don't be shy to ask questions in class, for all you know others may be dying to ask the same question. You may also make appointments to see your lecturers for tutorials. You may also seek the help of other students in the same or year above. Their experience with the course often provides them with the ability to empathise and provide the right kind of guidance.

Make good use of the library, Internet, lab sessions, revision classes.

## 3.0 Studying by Distance

Distance Education refers to an educational process in which a significant proportion of the teaching is by geographical distance or by time supported by communication technology. It can give you the chance to work and learn at the same time.



There are several factors to be considered when embarking on a distance learning programme and the most important one is motivation. Without it you will find it difficult to move on especially when things go wrong. Alone you will not succeed. It is best that you stay focus upon what you want to achieve. You need to always remind yourself about why you have decided to go back to study. What are your short and long term goals? This will enable you to stay motivated.

### 3.1 How to be successful distance learning student

To be successful you need to be inspired from the start. You will be very much on your own so you must ensure that you find as much information about your course as possible. Remember as a distance learner you will probably be learning part time and working part time. Hence it will take you twice as much time to complete your studies by distance as somebody learning in a face to face setting. It is very important that 1

from the onset you are clear about how long your study will last and what sacrifices you need to make to reach your goal.

### *Set yourself goals*

Goals keep you on target. If you don't set goals for learning, then you may not know if you've achieved something worthwhile. Set yourself short term goals to complete each assignment and long term goals for your programme. Universities usually allow students a maximum number of years to complete the programme. Plan your time effectively, try not to overload yourself but ensure that you do not stretch your time too much that you get discouraged half way through. Make sure you allow yourself time to go back to resit or repeat failed modules. It is imperative that you draw yourself a long term plan (of the 3 or more years you plan to study).

### *Consider Alternative views*

Be generous, allow your email address to be accessed by other students, this will allow other students to contact you and you will be able to create a network. You never know when you will need someone to discuss with.

Visit your online forum occasionally and get involved in any discussion that concerns the module you are studying. This is a good way of testing what you know about the topic and getting other ideas about the topic. Read what has been posted, ask for clarification if you do not understand what has been posted and be polite about it. Forums will also help you to overcome your isolation and shed light on any queries that you may have. They are visited by both students and tutors and this can generate a large amount of information.

If you feel intimidated by using the forums to post your queries, you can simply send an email to the tutor responsible for the module. In most universities there are very efficient mechanisms to ensure that your queries are responded to with very short delays.

### *Be an active learner*

The study materials are interactive and allow you to engage in active reading and writing. Engage actively with the materials. The course materials are designed to make up for the absence of tutors/lecturers so as much as possible make good use of your study materials by pulling them together in a way that make sense to you. You should learn to actively seek ways to understand the course materials. Read, listen and watch the course materials more than once. Take notes as you do so and create your own definition and models to represent the topic and take ownership of the final product. Do not simply accept and memorise the materials, question everything, particularly if it does not make sense or fit with what you already know. Critically evaluate what you read. Do not try to cut corners and read only for assignments.

Ensure you understand your assignments well and are adequately prepared to complete what is expected of you. You can also find yourself a mentor who can help you understand your course materials and guide you if you feel you cannot make it alone.

### *Develop self-discipline*

Do not procrastinate thinking that you have enough time, afterwards you will realise that time lost cannot be replaced. Most universities will give you a clue of the amount of time to be spent on each module, as much as possible try to follow their suggestion and if possible devote more time if needs be. To do this you need self-discipline to pay regular and constant attention to the work that needs to be done.

### 3.2 *Independence while staying at home*

Many university students worry that living in the family home will mean that they will not have the freedom to enjoy the university experience in the same manner as those living away from home, but these fears are generally unfounded. Most parents recognise that a university student living at home is still a university student and as long as everyone treats each other with respect, the arrangement can work out quite well. For university students, independence while living at home is not necessarily a right, but as long as you act like adults, chances are you will be treated as such. The family home will never become your private entertaining area, nor should you expect it to be.

### 3.3 *Respect the Family Home*

Respect is the one element that cannot be left out if you wish to have a happy experience living at home while studying. Parents and siblings must respect that you are now a university student and an adult, and you should respect that you are now allowed, not required, to stay in your parents' home. Respect should be shown by, and for, all family members with common courtesies such as:

- Calling if you are going to be late
- Asking if anyone needs anything while you are running errands
- Keeping noise levels low when others are working
- Pitching in to keep communal living areas neat and clean
- Calmly discussing disagreements rather than yelling and screaming
- Introducing all friends and co-workers that are invited to the family home
- Giving a general description of where you are going before you leave the home – even if it's just a simple "I'm going out for the evening"

### 3.4 *Avoid Freeloading*

Many students live at home during university to avoid spending money on accommodation costs and/or going into debt for their university lifestyle.

This may be a nice arrangement but even if your parents do not request that you complete certain chores and pay into a family fund for supplies, you should recognise that you are adults and living at home is an added



benefit for you. You should endeavour to manage your allowance properly so that you do not have to ask for more money from your parents.

## 4.0 **Accommodation**

- [Seychelles Youth Hostel](#)

Students from Praslin and La Digue attending University of Seychelles do not need to worry about accommodation while on full time study. Accommodation can be available at the Youth Hostel. The Youth Hostel is situated at Anse Royale and conveniently situated a few metres from UniSey's main campus.

The Hostel is well secured and patrolled by security guards. All Youth Hostel residents are issued with an identity card. The card must be

presented to the security officer upon entering the Hostel. Students who do not present their card will have to be identified by the duty officer.

- **Private Accommodation**

Private accommodations can be rented from individuals who have made available accommodation suitable for students. These accommodations also offer self-catering facilities which accommodates one student at a time. When renting these kinds of accommodation you should ensure that you will have the tranquility and privacy you need to study.

In very rare occasion students can rent a house which can be shared by a group of students. When renting private accommodations it is very important to check the cost very carefully so that you don't spend most of your allowance on rent.

When sharing an apartment/house it is very important that certain rules are set in order to ensure that everybody benefits. Such rules should include the following:

- Elect someone to be responsible to collect and pay rent payment from other members
- Establish how common expenses can be shared equally
- Ensure that chores are shared equally and done on a rotation basis
- Set rules about who should come to visit and when
- Set rules about get together and parties during class time
- Respect of each other's property and privacy

## 5.0 Managing Your Finance

As a student, unless you are in-service and still earning a salary, finance may pose a bit of a challenge given that your scholarship only provides you with a stipend and bus allowance. Some say that's what student life is all about; learning to live cheaply, without all the comforts of most

home environments.

But good planning will ensure that you can meet all your needs.



It is important to realise from the start that your funds will be limited especially for those of you who decide to quit your job to undertake full time studies.

Sound planning and decision making will protect you from the need to quit your course for the simple reason that you cannot live on the money provided by your scholarship grant.

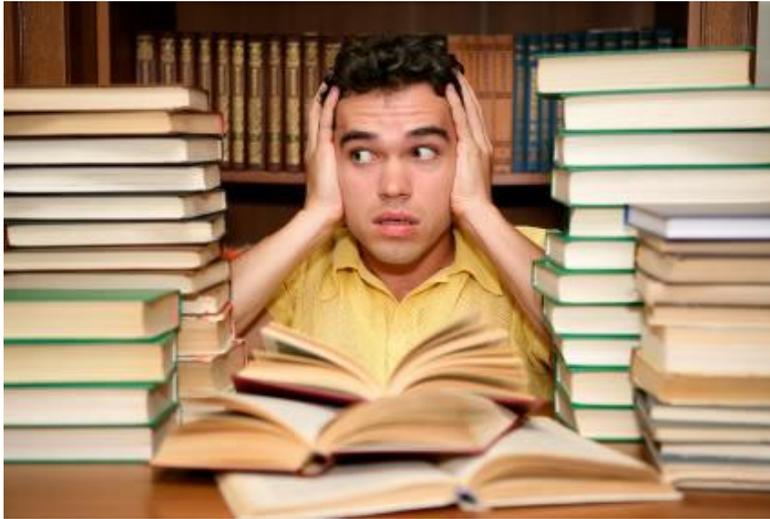
You must work out how much money you will have available to spend each term, taking into account how much your expenses are and so on.

Your priorities are your study materials, food, rental and clothing.

Try not to spend more each month than you can really afford.

Those of you who are still living with your parents will benefit from the support that you will receive, however it is still important to manage your finance and show respect for the earnings of others.

## 6.0 Managing Stress and Anxiety



Not all of us find it easy to kick back and relax whilst at university, even if these are supposed to be some of the best years of our lives. Sometimes work load pressures, financial worries and social problems may get on top of you, or seem a constant flow and niggling issue at the back of your mind. So here are some relaxation tips for whilst you are studying.

### 1. Sleep

Getting enough sleep is so important, whether you go to bed at 11pm or 2am. Whatever your habits are it is best to keep a regular sleeping rhythm. This will stop you from being grumpy or irrational.

### 2. Turn off

Turn off your phone for a few hours so you can 'escape' from other people and have some relaxation time on your own.

### 3. Endorphins

Endorphins are the chemicals released by your brain to make you feel good. Eat a bar of dark chocolate or an apple. These foods will not

make you gain weight and are way better than overdosing on the caffeine to get work done.

### 4. Exercises

This is probably the most difficult but the most rewarding. A quick jog or a brisk walk around the house will not only clear your mind but will give you the amount of endorphin you need to reduce your stress level.

### 5. Wash your hair of it

Having a long shower or bath will not only leave you feeling refreshed but it can also enable you to just have a bit of time to yourself without others knocking at your door or your books looking fiercely at you, willing you to read.

### 6. Do something that you enjoy that isn't work

Whatever this may be, make time for it during your day: window shopping, watching a movie, meeting friends, dancing. It will give you a well-needed boost and help you to feel less anxious.

### 7. Write a to do list

This may sound like it isn't very relaxing but it SHOULD be; it will help you prioritise and realise that the list is achievable.

### 8. Talk to a friend or family

If you're feeling super stressed talk to a friend or family member, vent it out and let them know how you're feeling. They may be able to give you emotional support.

### 9. Visit home

If you really, really cannot relax those of you from Praslin, La Digue or renting, it may be an idea to visit home: have a good rest in your own bed and have your mum cook for you. Relax for the weekend and recharge yourself; hopefully you'll feel better by Monday.

## 7.0 The Student Support Services

Both distance and face to face universities have established student support services department. The role of the department is to provide support to students to enable them to achieve their goals and provide services that complement their academic experiences. It offers a range of services, offering information, advice and support to students to ensure that all students are able to successfully complete their programme of studies. The services offered include careers guidance and counseling.

### 7.1 Careers Guidance

Most universities provide you information about future career. Work related programmes form an integrated part of the course. This is sometimes in the form of internship programme which enables students to undertake practical work experience at a particular organization related to his/her field of study. Internship enables students to have both theoretical and practical work experience. In addition, depending on the students' performance some companies guarantee future career opportunities to trainees upon completion of their study programme.

- **Counselling**

University is often an exciting though stressful time for students. It is not uncommon for problems to arise that may interfere with a student's academic and personal success. It is at these times that counselling may be needed. Counselling services are available at all higher institutions even when studying by distance.

Counselling services help students work through their difficulty, understand themselves better and find ways of managing their situation. The service gives students the opportunities for reflection and exploration of faith issues, developing a wider understanding of personal and social issues. Students will also benefit from spiritual care and emotional support from the counseling officer.

## 8.0 Communicating with ANHRD

It is very important that you keep in contact with your desk officer at

ANHRD, both in good and bad times. You can either call, send us an email or through our forum on the ANHRD website [www.anhrd.sc](http://www.anhrd.sc)

Address all correspondences to the Chief Executive Officer. The address is on the back page of this guide.

When you are writing to ANHRD and other officials please ensure that you address them properly in the right tone and in the right manner.

### Conditions/ obligations of scholarship

#### Personal conduct and academic integrity

#### Abiding to conditions of scholarship

You are required to abide by the conditions of your scholarship. These conditions are set out in the scholarship award letter that is given to you before you start your training. Some of these conditions are also included in your bonding agreement.

Request for extension of studies because of special circumstances such as repeat of certain modules, failure or re-sit of exams, requires approval by ANHRD. Reasons must be provided for requesting extension supported by official document from the training institution. You will be responsible to bear the training costs in such circumstances.

Changing fields of study, specialization and institutions is not permitted unilaterally. You must seek ANHRD's approval first explaining reasons with documentary support from the institution.

You will be subject to the academic and disciplinary regulations of your academic institution. Therefore, a high level of self-discipline is expected, local laws should be obeyed and no misconduct will be tolerated.

## 9.0 Dropping Out

This is a major concern with students studying by distance. It is not easy to monitor when student drops out as there is very limited contact with you as you are very much on your own. Bear in mind this is a breach of your bonding agreement and you will have to refund ANHRD for any money paid for your course. Contact your desk officer as soon as you encounter any difficulties to prevent things from getting that far.

### 9.1 Termination of scholarship

The Government has the right to terminate your scholarship by immediate notice, in event of misconduct, failure to make satisfactory progress, outright failure, dropping-out from course or by doing things without approval; you will have to refund the course fees already paid. In such circumstances, the Government will have no obligations towards you; you will have to refund all training expenses.

## 10.0 Field Trip/Attachment/Internship

Prior approval need to be obtained from ANHRD before embarking on any of the above mentioned activities especially when there are cost implications. If you should not be able to meet the cost towards this activity you need to send your request in advance for consideration of payment, which hereafter will be deducted from your monthly allowance until the full amount is recovered.

### ACADEMIC LEAVE

**This is not encouraged. You will need to seek the approval of ANHRD. Only on medical grounds will you be permitted leave.**

## 11.0 Progress Reports/Transcripts

It is your responsibility to ensure that you provide ANHRD with a copy of your progress report or transcript every semester, failure to do so may result in termination of scholarship.

### 11.1 Completion of Studies

Three months before you complete your studies, you are required to send your CV to ANHRD who will assist you with seeking employment. You are also required to report to ANHRD within **5 working days** upon graduation, to submit a copy of your certificates, and a copy of your research work or dissertation.

### 11.2 Conditions of the bonding agreement

Irrespective of whether Government of Seychelles is sponsoring your course directly or indirectly through a scholarship awarded by your a local organisation, you have to sign a bonding agreement with the Seychelles Government before starting your studies. The period of the bonding will depend on the cost of the course. The bonding agreement includes the cost of the training and specifies the amount to be repaid by you and your guarantor in case of default.

You must honour your bonding agreement by working in Seychelles for the period specified therein. You must notify ANHRD in writing of any change in your address and that of the guarantor should any occur during the subsistence of the bonding agreement.

## Conclusion

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During your studies you may encounter some inevitable challenges, do not lose heart, and approach each situation with an open mind. Frustrations are part and parcel of the journey of life but in the end with determination you will stand triumphant.

After all as Dr Seuss said,

*“You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose. You’re on your own, you know what you know and you are the one who’ll decide where to go”.*

**Good luck in your studies!**