

# Setting up effective study groups

## Who?

A small group of students, not necessarily your friends (as focus can be lost more easily!). Aim for between 3 and 6 people per study group.

## When?

Whenever you like – to start with, we will be using tutorial sessions, but you can arrange them at a mutually convenient time. Aim for no longer than an hour per session to start with though as they become less productive as they grow longer. It is useful to plan this out in advance and, ideally, to stick to the same time each week to give everyone time to prepare and consolidate.

## Where?

Somewhere fairly quiet so that you can concentrate and hear the discussion with a big working space so that each member of your group can spread their notes out.

## Why?

To improve your notes and understanding of the topics covered. To revise. For support. To cover more material. To share talents/expertise. More enjoyable.

## What?

That is up to you. Agree some key items that you want to cover prior to each session. This could be notes from previous lessons that you want to go over and clarify, or something that you need to revise. It could also be additional reading to broaden your experience. You could decide to work on content or it could be that you work on an exam question together, looking at the mark scheme to help you to check what has been covered. You could all write a response prior to the session and then peer assess each other's. What you cover is entirely up to you but needs to be decided prior to the meeting so that you can all bring the appropriate material.

## Tips for running an effective study group:

- Set a clear agenda for each meeting where you set out exactly what you want to cover (see the back of this sheet for a template).
- Come to each meeting being prepared – having read the notes and brought any relevant material. You may wish to give each group member something to research/go over in between each session.
- Set some ground rules – for example, no one should speak over anyone else or there is no such thing as a stupid question
- Ensure that everyone in your group participates.
- There should be someone who manages each session (this can be on a rota). It is their responsibility to ensure that the session is productive, that the relevant material is covered, that any items for discussion are met and that the agenda for the next meeting is set. This person should also assign breaks if required in a longer session to ensure that there is minimal disruption and that everyone can stay focused.
- Have a review of the session at the end of the meeting – maybe the last 10 minutes. This can be to check how much has been covered and if there are any questions remaining, as well as setting the next agenda.
- Stay positive – make your study group resolution focused

# Study group form

**Agenda:**

**Intended outcomes:**

**Group roles/responsibilities:**

**Key points covered and discussed:**

**Review of the session (what worked well, what didn't work as well and how can this be resolved, which group roles worked and which didn't etc...)**

**Questions/issues still needing addressing:**

**Agenda for the next session and who is doing what:**