University of Bristol - Study Skills & Writing Workshops

Comprehensive Dataset & Student Guide (Prototype Website Content)

1. Introduction

This document is a polished, dissertation-ready dataset and student-facing guide for the University of Bristol's Study Skills & Writing Workshops service. It is written as if it were content for an official service website and structured so it can be ingested by an AI assistant to provide personalised recommendations, booking support, and targeted resources.

All contact details and links in this document are **fictional placeholders** for demonstration purposes. Replace with verified details before publication.

2. Service Overview

The Study Skills & Writing Workshops service offers structured academic support to help students develop the following core competencies:
- Academic writing (structure, argumentation, clarity)
- Referencing and academic integrity (Harvard, APA, IEEE guidance)
- Dissertation & extended project planning (timelines, supervision)
- Critical reading and literature synthesis
- Time management, productivity, and planning
- Exam preparation and revision techniques
- Note-taking, memory techniques, and study routines
- Presentation skills and academic poster preparation

3. Workshop Formats & Delivery

- **One-to-one tutorials**: 30–60 minute sessions with an academic skills tutor for manuscript review or personalised guidance.
- **Small-group workshops**: 60–90 minute interactive workshops (max 20 students) focused on a single skill area.
- **Drop-in clinics**: Short 15–20 minute sessions for quick queries (no appointment required).
- **Online modules**: Self-paced e-learning on referencing, avoiding plagiarism, and academic writing style.
- **Webinars & recorded sessions**: Live webinars with Q&A; and recordings accessible on demand.

4. Eligibility & Access

Who can access the service: Undergraduate (UG), Postgraduate Taught (PGT), and Postgraduate Research (PGR) students. International students (support for English for Academic Purposes available). Students on placement or study abroad (remote access to online resources). Booking & attendance: Most workshops require booking via the Study Skills portal or the University's booking system. One-to-one tutorials must be booked in advance; cancellations should be made 24 hours before the appointment. Some resources are open access (recorded webinars and guides). Accessibility: All workshop rooms can be requested for accessibility adjustments; contact the Study Skills team at least 48 hours in advance. Virtual sessions include live-captioning on request; recorded sessions include transcripts.

5. Learning Outcomes & How the Service Helps

Each workshop includes explicit learning outcomes to aid AI matching and student expectations. Typical outcomes include:

- Produce a coherent academic essay with clear introduction, argument, and conclusion.
- Apply correct referencing consistently across assignments.
- Construct a realistic dissertation timeline and chapter plan.
- Critically appraise academic literature and synthesize themes.
- Implement effective time-management strategies and revision timetables.

6. Integration with AI & Personalisation

This dataset is designed for direct AI integration. Suggested AI behaviours: **Keyword mapping:** Map student queries to workshop recommendations (e.g., 'I can't reference' -> 'Referencing Essentials'). **Progressive recommendations:** Suggest 1-2 workshops based on student history (e.g., recent low grade in an essay triggers 'Academic Writing: Argument & Structure').li> **Automated booking assistance:** Offer to pre-fill booking forms, produce calendar invites, and send reminder emails. **Contextual materials:** Provide relevant handouts, example paragraph templates, and short checklists based on the selected workshop. **Follow-up micro-tasks:** After a workshop, suggest bite-sized tasks (e.g., 'revise thesis statement', 'format references for 5 citations'). AI should always: display a disclaimer that content may change and include a link to the official Study Skills webpage for verification.

7. Dataset Schema (JSON-ready)

Each workshop record should be structured as follows (fields for ingestion and display): **workshop_id**: Unique ID (e.g., WS-2025-REF-01) **title**: Short title (max 80 chars) **description**: Full description and learning outcomes **duration_minutes**: Duration in minutes **format**: one_to_one / group / drop_in / online / webinar **frequency**: termly / weekly / ad_hoc / on_request **organiser**: Study Skills team or external dept **target_audience**: UG / PGT / PGR / International **location_or_link**: Room/building or URL **booking_url**: direct booking link **capacity**: max attendees (null if online) **materials**: list of resource filenames or URLs **accessibility_notes**: captioning, wheelchair access, etc. **last_updated**: date **metrics**: average_rating, attendance_count, post_workshop_completion_rate

8. Example Workshop Records

orkshop_id	title	format	duration	frequency	organiser	target
S-2025-REF-01	Referencing Essentials (Harvard)	group	90 mins	termly	Study Skills Team	UG, PGT
S-2025-WR-02	Academic Writing: Argument & Structure	group	120 mins	ad_hoc	Study Skills Team	UG, PGT
S-2025-DIS-03	Dissertation Planning Workshop	one_to_one / group	60 / 90	on_request	Dissertation Hub	PGR, PGT
S-2025-ENG-04	English for Academic Purposes: Essay Clinic	one_to_one	45 mins	weekly	EAP Team	Internationa
S-2025-EXAM-05	Exam Revision Techniques	webinar	60 mins	termly	Study Skills Team	UG, PGT

9. Workshop Content: Templates & Student Checklists

Below are ready-to-use content templates the AI can provide after recommending a workshop: **Essay Structure Template:** Thesis statement -> Context -> Argument Point 1 -> Evidence -> Link to next point -> Conclusion. **Literature Review Checklist:** Identify themes, critique methodology, summarise gaps, suggest next study areas. **Dissertation Chapter Planner:** Title, Aim, Research Questions, Methods, Expected Results, Timeline (weeks). **Referencing Quick-Check:** Ensure in-text citations match reference list, consistent punctuation, DOI/URL present for online sources.

10. Booking Flow & Website Copy (Prototype)

Book a Workshop
1. Select your preferred workshop and check available dates.

2. Log in using your University credentials.
3. Complete the short pre-workshop form (topic, specific question, accessibility requirements).
4. Confirm booking and add to calendar (AI assistant can create calendar invite).

Cancel or Reschedule
- Cancel via the booking link at least 24 hours before your session to free a space.
- For last-minute issues, contact the Study Skills team at study-skills@bristol-example.ac.uk.

Virtual Session Etiquette
- Join 5 minutes early, mute when not speaking, use chat for questions, and enable camera if comfortable.
- Recorded sessions will be available for 30 days after the live session.

11. Frequently Asked Questions (FAQs)

- **Q: Can I attend workshops from another School?** A: Yes — most workshops are open to all students unless specified.
- **Q: Are workshops assessed?** A: No — workshops are developmental and non-assessable, but they directly support assessed work.
- **Q: Can I get feedback on a draft during a workshop?** A: Group workshops provide general feedback; book a one-to-one tutorial for detailed manuscript review.
- **Q: How many workshops can I attend per term?** A: Unlimited, subject to capacity and booking availability.
- **Q: Will attending workshops appear on my academic record?** A: Generally not; attendance data may be used anonymously for service evaluation.

12. KPIs & Evaluation Metrics (for Service Improvement)

- Attendance rates per workshop (target > 60% capacity)
- Average post-workshop satisfaction rating (target >= 4.2 / 5)
- Improvement in assignment grades among attendees (measured via matched-cohort analysis)
- Repeat attendance rate (indicator of perceived value)
- Time-to-booking completion (user experience metric)

13. Privacy, Data Protection & Accessibility

When deploying this dataset or integrating with AI systems, ensure compliance with data protection and accessibility guidelines: Minimise storage of personal data — use anonymised analytics for KPIs where possible. Obtain explicit consent for recording one-to-one sessions. Provide accessible formats for all materials (alt text, transcripts, large-print handouts). Ensure third-party booking integrations comply with university IT policies.

14. Example Contact & Support (Fictional Placeholders)

Study Skills & Writing Workshops Team
Email: study-skills@bristol-example.ac.uk
Phone: +44 117 900 2200
Office Hours: Mon–Fri 09:30–16:30
Location: Student Support Building, Room 2.14

Dissertation Hub (for PGR support)
Email: dissertation-hub@bristol-example.ac.uk
Booking: https://bristol-example.ac.uk/dissertation-hub/book

15. Next Steps & Implementation Checklist

- Replace placeholder emails/URLs with verified university links before publication.
- Export dataset in machine-readable formats (CSV, JSON) and attach vCard for each contact.
- Implement monthly verification script to check booking URLs and contact availability.
- Design AI mapping ruleset and test with sample student queries.
- Pilot with a small cohort and collect KPI data for 6 weeks before wider rollout.

Document version: 1.0 | Prepared for dissertation submission (prototype dataset).

Note: This is a fictional prototype. Verify all university policy details against official MyBristol pages.